



ग्रुप 'बी' सी.पी.डब्ल्यू.डी. ऑफिस स्टॉफ एसोसिएशन (ऑल इंडिया)
(भारत सरकार द्वारा मान्यता प्राप्त)

GROUP 'B' CPWD OFFICE STAFF ASSOCIATION (ALL INDIA)
(RECOGNISED BY GOVT. OF INDIA)

Central Office : 'A' Wing, Ground Floor, I.P. Bhawan, (Y-Shape Building), Ring Road Facing, New Delhi-110002

Website: www.gbcpwdosaaai.in E-mail: groupbcpwd@gmail.com

No. GBCPWDOSAAI/ 102

Dated 25/9/2018

Ajay Kumar N.P.
President
Mob. : 09891904580

Ravi Kumar Bhatnagar
Gen. Secretary
Mob. : 09313171008
0999908363 7

Dinesh Kumar
Vice President
Mob.: 09313738645

Yashveer Singh
Vice President
Mob. : 09811724008

Pankaj Sharma (WR)
Vice President
Mob. : 09970727887

Avdhesh Kumar
Joint Secretary
Mob. : 09868572286

Devender Ahuja
Joint Secretary
Mob.: 09891175364

B. Nagaraja (SR)
Joint Secretary
Mob.: 08977505313

Deepak Jain
Treasurer
Mob.: 9818561467

Harjeet Vashisth
Ladies representative
Mob. : 09911982511

T. S. Banga
Auditor
Mob. : 09968070488

Co-opted Member :
Bhaskar Saha (ER)
Mob.: 09089633723

Rajeev Sharma
Mob.: 09868717143

To

The Additional Director General(Trg.)
National CPWD Academy,
Central Public Works department
Hapur Road, Ghaziabad-201002

Sub: Inclusion of Assistant Administrative Officers in training programmes – reg.

Most Respected Sir,

With reference to above cited subject, we are thankful to the CPWD Academy for inclusion of Assistant Administrative Officers in the various administrative nature trainings as requested by this Association in the past.

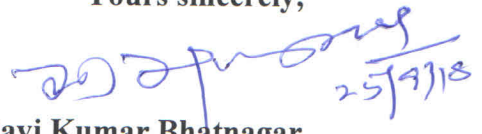
Further, we request your good self for inclusion of Assistant Administrative Officers in the following trainings being conducted by the Academy which will be useful for AAOs for improvement of their efficiency and output which will contribute for the betterment of the Department.

1. Workshop on MS Word, Excel and ppt.
2. Organization behavior and practice.
3. Management of Self.

On the same lines, it is also requested to kindly conduct computer trainings for Office Superintendents also in Regional Training Institutes to equip them to meet the challenges of computerization of office works as well as the dream project of ' Digital India' of the Hon'ble Prime Minister of India.

Thanking you with regards.

Yours sincerely,


Ravi Kumar Bhatnagar
General Secretary,