



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

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No. GBCPWDOSAAI/ 12

Dated 2-04-2019

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To

The Add. Director General (Trg)
Nationa CPWD Academy,
Kamla Nehru Nagar, Ghaziabad.

**Sub : Inclusion of Assistant Administrative officer in training programs
in training calendar year 2019-2- reg.**

Ref: Our letter No. GBCPWDOSAAI/102 dated 25-09-2018.

Respected Sir,

On behalf of Group B CPWD Office staff association we would like to extend our heartiest warm wishes and congratulation to your good self on promotion and assuming the charge of ADG(Trg.) in our organisation prestigious National CPWD Academy which imparts its rigorous & unrest efforts to provide various essential training in the field of Administration, Technical, Managerial Behaviour, Self Management etc. to CPWD Gazetted Officers as well as other organisations in order to enhance their working, communication & execution skill to cop up with day to day technical & administrative reforms.

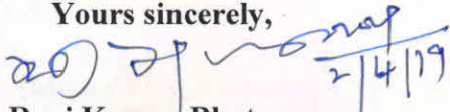
In continuation of above noted reference it is requested to your good self to extend the following trainings in Training Calendar 2019-20 to the Assistant Administrative Officers of the organisation:

- (i) Workshop on MS Word, MS Excel, Power Point PPT
- (ii) Management of self
- (iii) Soft skill communication, self motivation, work ethics, organisation behaviour and practise.

The aforementioned training would not only enable them to learn and implement the same in swift disposal of various official cases but also reduce the dependability, so in the light of all above you are requested to extend these trainings to AAOs as extension of these trainings would enhance the proper utilisation of human resource of our organisation more effectively.

Thanking you and with regards,

Yours sincerely,


2/4/19
Ravi Kumar Bhatnagar
General Secretary,