

No.A-42012/41/2009-CM&T
Government of India
Ministry of Commerce & Industry
Department of Commerce

Udyog Bhavan, New Delhi
Dated: 2nd September, 2009

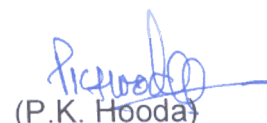
OFFICE MEMORANDUM

Subject: **Residential Programme on "Looking Beyond self for Organisational Excellence" to be organized by the Delhi Productivity Council, Delhi from 19th to 23rd December, 2009 at Kathmandu.**

The undersigned is directed to say that the Delhi Productivity Council, Delhi is organizing a Residential Training Programme on **"Looking Beyond self for Organisational Excellence" to be organized by the Delhi Productivity Council, Delhi from 19th to 23rd December, 2009 at Kathmandu.**

2. **SO/US and equivalent levels are eligible to apply for the programme.** We may nominate a maximum of two officials per programme on first-come-first-serve basis as per the dates of receipt of nominations. However, preference will be given to those who have not attended such types of training programmes of NPC/DPC during the last two years.

3. Interested and eligible officials are requested to send their application, in the enclosed proforma, duly approved by their Divisional Heads, to the CM & T Cell, **latest by 18th November, 2009.**



(P.K. Hooda)
Junior Analyst

Tel.No.23062261-479

- 1 All SO/US and equivalent levels in the Department of Commerce
- 2 All attached/Subordinate Offices/Autonomous Bodies/Public Sector Undertakings under the administrative control of the Department of Commerce. Nominations, if any, at the appropriate level, may be sent directly to National Productivity Council, under intimations to this Department.

PROFORMA

- 1 Name
2. Designation
3. Address
4. Date of Birth
5. Date of joining service
5. Educational Qualifications
6. Present nature of duties
7. Previous training attended
8. Remarks, If any

Signature

Date