



HARYANA INSTITUTE OF PUBLIC ADMINISTRATION

HIPA COMPLEX, SECTOR-18, GURGAON - 122 001

Phone No. 2430690-2340691, Fax No.2348452

Ref.No.AP(FPA)/CQI/2010/ 5812

Dated: 25.05.2010

To

Director,
Technical Education, Haryana,
SCO No. 38-39, Sector 17,
Chandigarh.

Subject:Reminder of nominations for the course on "CONTINUOUS QUALITY IMPROVEMENT" from 22.06.2010 to 24.06.2010, at Divisional Training Centre, Panchkula, (DTC), Unit of HIPA, SCO No.11, Sector -16, Panchkula (Ph. No 0172-2566925)

Dear Madam/Sir,

Kindly refer to our earlier Letter No. AP (FPA)/CQI/2010/5553-81 dated 18.05.2010 regarding the course on 'Continuous Quality Improvement' which is being organized from **22-24 June, 2010** at **DTC, SCO No. 11, Sector 16, Panchkula**, for Class III Employees of Haryana Government Departments.

Broadly the programme would attempt to fulfill the following objectives:-

- Explain the concept of Quality and describe its need in making their work more effective.
- To explain quality indicators relating to their functional area.
- To state the role they are expected to perform and how it is linked with organizational goals.
- To demonstrate the ability to use principles of office management/housekeeping -5 'S'.
- To identify the problems associated with the existing system and simplify the processes set up standards for better service delivery.

We have not received nominations from your department. You are requested to please nominate at least 4-5 Class III employees of your Department for the above said course. In order to ensure smooth conduct of the training programme, It is requested that list of nominated employees may be sent by 10.05.2010, through e-mail aartihipa@rediffmail.com or by fax on 0124-2348452. They should be directed to report to the **Course Director, Mrs. Aarti Dudeja, at DTC, SCO No. 11, Sector 16, Panchkula, at 9.30 A.M. on 22.06.2010** for registration.

Thanking you,

Yours faithfully,

Aarti Dudeja
(Aarti Dudeja)
Course Director