



राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान

[मानव संसाधन विकास मंत्रालय, भारत सरकार]

सेक्टर 26, चण्डीगढ़ - 160 019

NATIONAL INSTITUTE OF

TECHNICAL TEACHERS' TRAINING AND RESEARCH

[Ministry of Human Resource Development, Government of India]

SECTOR 26, CHANDIGARH - 160 019

ISO 9001 : 2008 प्रमाणित CERTIFIED

तार : रिट्टनार्थ

Grams : RITTNORTH

दूरभाष

Phones

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No. NITTTR/EMGT/ 20681

1. Director,
Technical Education, Haryana,
Bay Nos. 7 to 12,
Sector 4,
PANCHKULA

Subject: Short Term Course on 'Modern Office Management' for office staff of polytechnics from 04 - 08 October, 2010 at NITTTR, Sector - 26, Chandigarh - regarding

Dear Madam,

A Short Term Course on 'Modern Office Management' for office staff of polytechnics from 04 - 08 October, 2010 at NITTTR, Sector - 26, Chandigarh has been included in the Operation Plan of the institute for the year 2010 - 2011 under item No. 1.2.110 in accordance with the needs identified for the states of Punjab and Jammu & Kashmir. This course is equally beneficial for staff of other states.

As the course would enable the participating office staff of polytechnics to equip with requisite knowledge & skills pertaining to managing office works; and operation and functions of office equipment effectively, we request you to kindly sponsor at least 20 office staff from polytechnics of your state to participate in the programme. A copy of Information Sheet indicating the Operational Plan No. dates, duration, course objectives, content, venue, course coordinator and methodology of the course for circulation amongst the teachers of various polytechnics in your state is enclosed.

Please note that the participating office staff from Government and Government-aided polytechnics will be paid TA/DA for journey period alone for their to and fro journey restricted to AC - 3 tier by rail/bus on production of relevant tickets/receipts etc. as per institute rules. They would also be provided free boarding and lodging in the institute hostel during their stay at this institute. Private polytechnics will have to bear the expenditure on TA/DA as well as the boarding and lodging of the participants sponsored by them for attending this course. Participants may avail boarding/lodging in the institute hostel by paying the usual charges as per institute rules.

We shall be grateful if you can kindly send us a list of office staff of polytechnics from your state who would be participating in the above course scheduled to be held from 04 - 08 October, 2010 at this institute by 01.09.2010 to enable us to send admission letters to participants and make other necessary arrangements accordingly.

Thanking you,

Encls as above

Yours sincerely,

(Dr. Sunil (Pitt))

Associate Professor & Course Co-coordinator
Education and Educational Mgt. Department

Misc-SG-STC