



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001

No. 3-10(1)/ 2013 – E I

Dated 30.01.2013

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To

The Directors of all National Laboratories / Institutes / CSIR Hq. of CSIR

Sub: Orientation Training Programme for PS/PAs/Sr. Stenographers from 18th – 22nd February, 2013 to be conducted by HRDC, Ghaziabad - reg

Sir,

I am directed to state that CSIR-HRDC Ghaziabad has intimated that they are conducting Orientation Training Programme from 18th – 22nd February, 2013 at HRDC, Ghaziabad for PS/PAs/Sr. Stenographers of CSIR Laboratories who have been recently promoted through DTQ/DPC during last 2-3 years.

The programme will cover changing the role of PS/PAs/Sr. Stenographers, Skills for managing office productivity, interpersonal skill, self-effectiveness at workplace, ICT tools etc. The training will be delivered through pedagogic sessions, hands on exercises, group work, games etc.

Dr. Nadir Sheikh, Scientist is the coordinator of the said programme. The said training programme is a residential and free boarding & lodging will be provided by HRDC. For any query about the orientation training programme, the contact details of Dr. Sheikh is as under:-

| | |
|-----------|-----------------------|
| Email ID | nadir@csirhrdc.res.in |
| Tele. No. | 0120 – 2788938 |

The Directors of all CSIR Labs/Insttss. are requested to nominate the eligible PS/PAs/Sr. Stenographers of their respective Labs/Instts who have been promoted through DTQ/DPC mode during last 2-3 years. The nominations may be forwarded directly to Dr. Manu Saxena, Scientist, In-Charge, CSIR-HRDC, Ghaziabad latest by **4th February, 2013**. The nominee/participants will make arrangements for his/her/their travel etc at their own level.

Yours faithfully,

(AK Mukherjee)
Deputy Secretary

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1. Heads, HRDG / IPMD / URDIP (Pune) / HRDC.
- ✓ 2. IT, Division, CSIR – with the request to kindly host this notice in the CSIR website
3. Office copy.