

**GOVT. OF NCT OF DELHI**  
**SERVICES DEPARTMENT: COORDINATION BRANCH**  
**DELHI SECRETARIAT, 5<sup>th</sup> LEVEL, 'A' WING**  
**I.P. ESTATE, NEW DELHI-110002**

F.10(210)/2017/Coord/081447319/2-5

Date:- 01/01/2025

To

All ACS/Pr. Secretaries/Secretaries/HODs,  
Govt. of NCT of Delhi..

Sub: Uploading of Misc. Training Circular/Misc. Correspondence.

Sir/Madam,

I am directed to upload the following training letters/circulars/office memorandums received from various Ministries/Departments for vide circulation at their end.

Sl. No.	Ministry/Department	Letter No./Date	Subject	Date of Training	Last date of receiving Nominations
1.	National Productivity Council, New Delhi	Dy. No. 25723 dated 18.12.2024	Request for participation and/or nomination for Residential (5) days /or Non- Residential (2 days) Training Programme on themes pertaining to policy-prototyping/analysis & making /entrepreneurship	13-17 January, 2025  30-31 January, 2025  24-28 February, 2025	03.01.2025,  23.01.2025 &  14.02.2025
2.	National Productivity Council, New Delhi-110003	Dy. No. CS/2024/29108 dated 05.12.2024	NPC Residential Program on Modern Office Management Team Building, Leadership & Performance Management at Kanyakumari	03-07, February, 2025	20.01.2025
3.	National Productivity Council, New Delhi	Dy. No. 25724 dated 19.12.2024	NPC Residential Training Programme on Work Life Balance and employees engagement for efficiency enhancement at Munnar, Kerala	10-14, February 2025	01.02.2025

This is for your kind information please.

Yours faithfully

  
SECTION OFFICER(CDN)

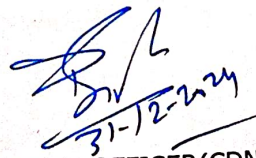
Encl: As above.

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Date:- 01/01/2025

Copy for information to:-

1. PS to Pr. Secretary (Services), Govt. of NCT of Delhi.
2. PA to Special Secretary (Services), Govt. of NCT of Delhi.
3. PA to Dy. Secretary-I/II Services Department, Govt. of NCT of Delhi

  
SECTION OFFICER(CDN)