

SERVICES DEPARTMENT: COORDINATION BRANCH  
DELHI SECRETARIAT, 5<sup>TH</sup> LEVEL, 'A' WING  
I.P. ESTATE, NEW DELHI-110002  
([HTTP://SERVICES.DELHI.NIC.IN](http://services.delhi.nic.in))

F.10(210)/2017/Coord./081447319/5779-5788

Dated: 13-11-2019

To

All the Pr. Secretaries/Secretaries/HODs  
Govt. of NCT and Autonomous Bodies of Delhi

Sir/Madam

I am directed to upload herewith a Training Circulars received from Ministry/Other Organization for information and necessary action.

Sr. No.	Name of Department	Letter No. and Date	Subject
1.	National Productivity Council under Ministry of Commerce & Industry, GOI	No.HR/PQH-1/2019, Dated:-15.08.2019	Training Programme on "Performance Measurement and Management & 3Ps-PQH Model" for Officers, Executives and Office Staff during 18-22 November, 2019 at Goa.
2.	National Productivity Council under Ministry of Commerce & Industry, GOI	No.HR/PQH-1/2019, Dated:-15.08.2019	Training Programme on "Advance course on Secretarial Effectiveness for ES, PPS, PS, PA & Office Staff" from 16 <sup>th</sup> to 20 <sup>th</sup> December, 2019 at Kovalam (Kerala).

Encls: As above

  
(BHAIRAB DUTT)  
DEPUTY SECRETARY (SERVICES)

Copy to:-

1. PA to Secretary (Services)/ Special Secretary-I/II (Services), Services Department, GNCTD.
2. PA to Dy. Secretary-I/III, Services Department, GNCTD.
3. All Section officer of Services Department.
4. Section Officer (Coord.) with the direction to upload the circular on website of Services Department.
5. Guard file.

(BHAIRAB DUTT)  
DEPUTY SECRETARY (SERVICES)