

GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF HEALTH AND FAMILY WELFARE
DIRECTORATE OF HEALTH SERVICES
F-17, Karkardooma, Delhi - 110032
[CME CELL, Ph. 22304549 Fax 22302441]

No. F. 24/30/DHS/CME/2011/55772-010

Dated: 23.11.11

To

Medical Superintendent,
All Delhi Govt. Hospital

Sub: Various training programmes organized by Directorate of Training, *UTLS*

Sir/Madam,

Please find enclosed copies of following training programmes organized by Directorate of Training for the nomination.

S.No	Training	Shedule	Last date of nomination
1	Basic Functional Efficiency for Personal Secretary/assistants	05.12.11	28.11.11
2	General awareness about Handling Publicity and Media	09.12.11	02.12.11
3	Basic Functional Efficiency in office procedure	19.12.11 to 21.12.11	12.12.11
4	Basic Functional Efficiency in establishment/service matter	12.12.11 to 14.12.11	05.12.11.
5	Anger Management and Personality Development	19.12.11	12.12.11

You are requested to do the needful *H2FWS*
The details are available on DHS website under "order" page. For any clarification please contact at 22308552, fax:22307822,22308556 or email: ducts@nic.in.

Yours faithfully,

(Signature)
(Dr.Parveen Kumar)
CMO-CME

Dated:

No. F. 24/30/DHS/CME/2011/

Copy to:

Programmer. DHS (HQ) to upload on website under "order".

(Signature)
(Dr.Parveen Kumar)
CMO-CME

(Signature)
28.11

(Signature)
28/11/11

Prog. Assst.