

No.O&M/2901/In-house Trg/2016-17

Office of the PCDA (CC)  
Cariappa Road

Lucknow Cantt-226002

Date: 18.05.2016

To

The Officer-in charge

All PAOs under PCDA (CC)

AAO (CC) Kanpur, AAO (CC) Allahabad

AN-IA Section (Local)

**Sub: In-house Training Programme: Course on Administration & Establishment & Handling of Complaint/Grievance & RTI.**

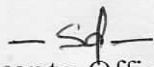
\*\*\*\*\*

As per Annual In-house Course Calendar 2016-17, training course on the above subject is scheduled to be held in the month of July 2016 at RTC Lucknow.

2. In view of the above, it is requested to nominate at least two officers/staff from your office/section (**Upto SAO level**), who have not attended the said training earlier, for the said course and mail/by hand/by Fax to O&M Section of PCDA (CC) on the given format through NIC mail id **debasish.sarkar.dad@gov.in** by **27.05.2016** for the approval of the PCDA (CC).

Name/Desg, A/c no.	Section/Office	Educational Qualification	Work assigned	E-mail	Mobile no.

3. The proposed participants will be relieved for the said course after approval of the PCDA (CC) which will be communicated separately.

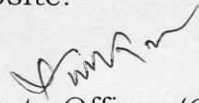
  
Accounts Officer (O&M)

Copy to:

1. The officer-in charge

OA Cell

- for uploading on PCDA (CC) website.

  
Accounts Officer (O&M)