

Speed-post/E-mail/Website

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

Office of the PCDA (CC)

Cariappa Road

Lucknow Cantt-226002

Date: 18.08.2016

To  
The Officer-in charge  
All PAO under PCDA (CC)

**Sub: In-house Training Programme: Training for Developing Competencies for working in PAO.**

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As per Annual In-house Course Calendar 2016-17, training course on the above subject is scheduled to be held in the month of Oct 2016 (03.10.16 to 05.10.16 ) at RTC Lucknow.

2. In view of the above, it is requested to nominate officers/staff from your office (**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](mailto:debasish.sarkar.dad@gov.in) by **26.08.2016** 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.

*sd/-*

Accounts Officer (O&M)

Copy to:

1. The officer-in charge  
OA Cell

- for uploading on PCDA (CC) website.

*[Signature]*

Accounts Officer (O&M)