



राजस्थान सरकार
हरिश्चन्द्र माथुर राजस्थान राज्य लोक प्रशासन संस्थान
H.C.M. Rajasthan State Institute of Public Administration
Jawahar Lal Nehru Marg, Jaipur - 302 017 □Rajasthan □India



No. F.40()/AD/RIPA/2022/On-Campus 3

Dated: 13th April, 2022

All Departments
Government of Rajasthan
Jaipur

940638
19/04/22

Sub. : Nominations for the Course on "Effective Management of Meetings"

Respected Sir/Madam

You will be pleased to know that the HCM Rajasthan State Institute of Public Administration, Jaipur is going to organize three days training programme on "Effective Management of Meetings" from 18th to 20th May, 2022.

There is no course fee for this course as the course is sponsored by HCM RIPA (FIRM). The training course will include class room sessions as well as interactive sessions.

You are requested to kindly nominate 4-6 officers of your Department and ask them to give their joining for this course on 18th May 2022 at 9.30 a.m. We expect your cooperation in nominating and sending us the list of officers nominated through e-mail on ritu.nanda.rajasthan@gmail.com by 16th May, 2022 positively.

With regards,

Yours sincerely,

A. Devash
19/04/2022

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