



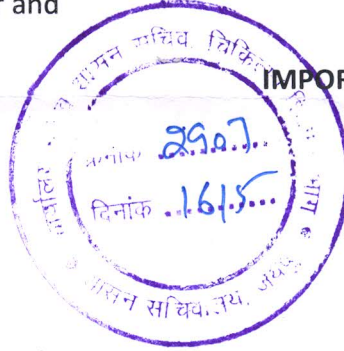
HCM Rajasthan State Institute of Public Administration
JLN Marg, Jaipur-302017

PROF. RAMESH K ARORA
Distinguished Visiting Professor and
Programme Director

No. 1473-1723
06 May 2014

IMPORTANT AND URGENT PLEASE

43 The Principal Secretary
Medical Education
Government of Rajasthan
Jaipur



O.I.G.S.

Dear Sir/Madam,

Re: Three Most Useful Training Programmes for Your Personnel

You will be pleased to learn that the HCM RIPA will be organizing the following three programmes in May and June, 2014:

S.No.	Title	Dates
1.	Emotional Intelligence (For Happiness, Peace and Harmony)	21 to 23 May 2014
2.	Behavioural Skills for Executives	4 to 6 June 2014
3.	Ethical Issues in Administration	9 to 11 June 2014

All the programmes will be of immense utility to the personnel of your organization in developing their competence and confidence.

Kindly be good enough to nominate **two to three persons** of your organization for each programme and send their names to me either by messenger/ post or by email (rkjaipur@rediffmail.com). Besides, please inform your nominees to reach Nehru Bhawan of RIPA on the **first day** of the respective programmes at **9:15 am**. Please do oblige.

Needless of mention, there is no course fee for the programmes.

With thanks in anticipation,

Yours sincerely

RAMESH K ARORA