



MOST URGENT
Out Today

**GOVERNMENT OF NCT OF DELHI
MAULANA AZAD MEDICAL COLLEGE**

And Associated Lok Nayak Govind Ballabh Pant Hospital & Guru
Nanak Eye Centre, 2, B.S.Z. Marg, New Delhi-02

CIRCULAR

It is to inform you that the H&FW Department, GNCT of Delhi has been organizing trainings of Hospital Staff (Medical/Paramedical & Group D) on the component of Soft skills with the coordination and direction of OSD Health, Department of Health and Family Welfare, Delhi Secretariat.

All the HODs/Branch In-charges are hereby requested to send their requirement of trainings (number of batches) and to this effect, nominate the name of Medical/Paramedical & Group D Staffs for finalization of training calendar for the period from January 2015 to March 2015. **The nomination should be sent to the Admn. Officer (E-I) of this Institution within 02 days on priority basis.** If training is not required by your respective Departments/Branches, inform about the same also.

This issues with the prior approval of the Competent Authority.

Yours sincerely,


(NARENDRA SINGH)
Administrative Officer (Co-ord.)

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Dated 11-12-2014

Copy to:

1. All the HODs/Branch In-charges, MAMC, New Delhi.
2. The Administrative Officer (E-I), MAMC, New Delhi.
- ✓ 3. The In-Charge, DATA Centre, MAMC- to kindly get the Circular uploaded on the Website of MAMC.