

From

The Director,
Water & Sanitation Support Organization,
O/o Public Health Engineering Department,
Panchkula.

To

**All Superintending Engineers,
Public Health Engineering Circles in Haryana.**

Memo No. 7021-35

-WSSO/EE

Dated Panchkula the, 03.12.2012

**Subject:- Training Need Assessment (TNA) at various levels by conducting workshops/
group meetings at various locations in Haryana.**

As per Govt. of India Guidelines, training needs of employees of different categories needs to be assessed for Capacity Building the skills in identified fields. Accordingly the name of PHED staff to be deputed for Training Need Assessment (TNA) workshops was asked and submitted by all nodal Executive Engineers of WSSO, Haryana during meeting held on 24.09.2012 at Jind.

The TNA workshops shall be held as under:-

Sr. No.	Date of workshop	Name of circles	Location of workshop	Category of staff to be called	Remarks
1.	10.12.2012 at 10:30 A.M. to 4:00 P.M.	All Circles	HIRD, Nilokheri	Ministerial Staff including clerk, Deputy Superintendent, Head Clerk, Head Draftsman, Store Clerk, Chemist etc.	Group-I
2.	11.12.2012 at 10:30 A.M. to 4:00 P.M.	Ambala, Mech. Ambala, Yamuna Nagar, Karnal, Kaithal	HIRD, Nilokheri	SDE (Civil) / Mechanical, JE (Civil) / Mechanical and RME Staff	Group-II
3.	12.12.2012 at 10:30 A.M. to 4:00 P.M.	Gurgaon, Jhajjar, Palwal, Rohtak, Sonipat	HIRD, Nilokheri	SDE (Civil) / Mechanical, JE (Civil) / Mechanical and RME Staff	Group-III
4.	19.12.2012 at 10:30 A.M. to 4:00 P.M.	Bhiwani, Hisar, Jind, Rewari, Sirsa	Hisar	SDE (Civil) / Mechanical, JE (Civil) / Mechanical and RME Staff	Group-IV
5.	28.12.2012 at 11:00 A.M. to 4:00 P.M.	Head Office, Circles, Divisions	Head Office	Engineer-in-Chief, Chief Engineers, Superintending Engineers, Executive Engineers	Group-V

The name of the persons to be deputed for each TNA workshop at each location for Group -I, II, III, IV, V are attached herewith. It is therefore requested to inform all the concerned staff under your jurisdiction to attend the workshop at said date, time and venue without fail.

DA/ as above

Sd/-
Executive Engineer (WSSO)
For Director, WSSO, Haryana

Endst. No. 7036-44

-WSSO Dated 03.12.2012

A copy of the above is forwarded to the following for information and further necessary action:

1. PS to Engineer-in-Chief, Haryana, PHED for information of worthy EIC.
2. PA to Chief Engineer, Urban / Project / Programme / Rural.
2. Director, HIRD, Nilokheri.
3. Gyan Jyoti School of TQM & Entrepreneurship, B-102, Phase VIII, Industrial Area, Mohali.
4. Executive Engineer PHED no.1 Karnal for making all arrangement at HIRD Nilokheri
5. Executive Engineer PHED Div No 1, Hissar for arranging venue and making all arrangements.

Sd/-
Executive Engineer (WSSO)
For Director, WSSO, Haryana