GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. FIN-OE2-ESTT-0263/2012. 36316 /F., Dated 6/12/2013

From
Sri H.R. Mohanty,
Under Secretary to Government.

To
The Commissioner of Commercial Taxes,
Odisha, Cuttack. /
The Director of Treasuries & Inspection, Bhubaneswar. /
The Controller of Accounts, Odisha, Bhubaneswar. /
The Director, Madhusudan Das Regional Academy of Financial
Management, Chandrasekharpur, Bhubaneswar. /
The Director, Local Fund Audit, Bhubaneswar.

Sub: Training Programme on “Management Development Programme for
Women Executives” from January 20-24, 2014 at ASCI, Hyderabad -
Inviting nominations.

Sir,

I am directed to enclose herewith a copy of letter dated 26.09.2013
received from Dr. Shahaida P, Programme Director, ASCI, Hyderabad and to
request you to sponsor the names of willing Women Officers of Odisha Finance
Service (with their Contact No. FAX No. e-mail address) to attend Training
Programme on “Management Development Programme for Women Executives”
schedule to be held from 20.01.2014 to 24.01.2014 at ASCI, Hyderabad. The
nominations should reach this Department by 15.12.2013.

Yours faithfully,

Under Secretary to Government

Memo No. 36317 /F., Dated 6/12/2013

Copy alongwith copy of the letter dated 26.09.2013 received from
Dr. Shahaida P, Programme Director, ASCI, Hyderabad forwarded to
All Departments / All Heads of the Department for information and necessary action.

They are requested to send the nominations of willing Women Officers
of Odisha Finance Service for taking further action in the matter.

Under Secretary to Government
Management Development Programme for Women Executives (January 20-24, 2014)

Dear Sir/Madam,

Administrative Staff College of India (ASCI) is pleased to announce the 22nd Management Development Programme for Women Executives from January 20–24, 2014 at its Bella Vista Campus in Hyderabad.

With the increasing representation of Women in professional positions, organizations need to adopt a proactive approach towards the development of Women Executives. This programme is designed to provide Women Executives with an integrated perspective of general management and an understanding of the key business processes. In addition, the programme will cover specific issues and problems encountered by women executives in the work place.

ASCI's Management Development Programme for Women Executives is designed to poised the next generation of high potential women to succeed as individuals, team leaders, and organizational visionaries.

During the highly participatory learning oriented residential programme at Bella Vista, participants will use case studies and be exposed to best practices in addressing the major challenges facing their respective organisations.

This contemporary Management Development Programme for Women Executives will be of value to the managers in banking, corporate and public sectors, NGOs, PPPs, consultancies and entrepreneurial organisations. Early nominations are recommended as admission is based on a first-come-first-served basis.

Please note that the nominees are requested to carry with them the proof of Medical Insurance. The Sponsoring Agency is required to endorse the nominee's Medical coverage in the event of hospitalization.

Looking forward to hearing from you.

Cordially yours,

Shahaida P

Encl: Brochure and Nomination form.
Nomination Form  
Management Development Programme for  
Women Executives  
(January 20-24, 2014)

Nominee's Personal Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
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<tr>
<td>Designation</td>
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<tr>
<td>Organisation</td>
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<td>Address</td>
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<td>Phone(s)</td>
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<td>(Mobile)</td>
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<td>Home</td>
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<td>e-mail</td>
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<td></td>
<td>Fax</td>
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<tr>
<td>Education</td>
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</tbody>
</table>

Training Programmes Attended:

Nominee's Career Profile:

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<thead>
<tr>
<th>Organisation</th>
<th>Position</th>
<th>Responsibility</th>
<th>No. of Years</th>
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Expectations from the programme:

Medical Insurance:

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<th>Name of the Insurance Agency</th>
<th>Policy Number</th>
<th>Validity upto</th>
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Note: Coverage should be available in Hyderabad, India.

Amount Payable :  
Mode of Payment (DD/Chq) :

Instrument Number :  
Date of Instrument :

Name of the Bank :

Signature of the Sponsoring Authority:

Name :  
Designation :  
Date :

NOTE: Forward nomination form to: Mrs. P. Mahalaxmi, Programmes Officer, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone: 0091-40-66534247, 86533000,  
Mobile: 9246203535, Telefax: 0091-040-23324365, Fax: 0091-40-66534356, e-mail: poffice@asci.org.in