

NBSC Conducts 1st Training Programme for Officers in Secretarial Service

The first ever Programme for Officers in Secretarial Services was conducted from 17 to 18 February 2017 at NBSC, Lucknow. The programme was inaugurated by Dr. P J Ranjith, Principal, NBSC and he stressed on the need for the officers in Secretarial Services to keep themselves updated under the changing work environment, their emerging roles and the new technologies which could facilitate discharge of their duties effectively. Shri S V Sardesai, Vice Principal, NBSC also addressed the participants. A total of 29 officers from Secretarial Services participated. The programme covered various topics of interest/utility for private secretaries such as roles and responsibilities in changing environment, IT related tools, time management and prioritization techniques, protocol and office etiquette in day-to-day work, etc., which were handled by expert speakers. The participants appreciated the programme organised by NBSC. Shri Arobinda Kumar Sarkar, DGM/Faculty Member, NBSC was the Programme Director. A few photographs taken on the occasion are enclosed.



NATIONAL BANK STAFF COLLEGE, LUCKNOW

1st TRAINING PROGRAMME FOR OFFICERS IN SECRETARIAL SERVICES

(17 February - 18 February 2017)



From Left to Right

Sitting on Chairs : Ms. Deepa Rajpal, S/Shri Arobinda Kumar Sarkar (Prog. Director), S.V. Sardesai (Vice Pricipal), Dr. P. J. Ranjith (Principal NBSC), A. K. Srivastava (Ex. CGM), Ashoke Ghosh, Srividya Rajan.

Standing 1st Row : Ms. Kavita S. Abichandani, Ms. Jayashree Nair, Ms. Shobhana Nair, Ms. Lakshmi Unny, Ms. Shobha D. Ganguli, Ms. Shali Dhanan, Ms. Valsa B. Paul, Ms. Jaishree Gajbiye, Ms. Sujala V. Kadam, Ms. Anjana P Shanbag, Ms. Jalaja Ramesh.

Standing 2nd Row : S/Shri Santokh Singh Labana, B. Govindan, C. Vasanth Kumar, Suresh Kumar, J. Ganapathy Subramanian, Dinesh Kumar Sahu, Sunil Y. Jadhav, Amar Nath Mishra, VVBS Murthy, B. Satish Kumar, R. Mohan.

Standing 3rd Row : S/Shri Raj Kumar Kamra, V. Satyanarayana, Dipankar Chakraborty, Sohan Lal.

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