

No. 4/9/2005-2Trg.

From

The Chief Secretary to Govt., Haryana

To

All the Administrative Secretaries Haryana State.

Dated Chandigarh, the 13<sup>th</sup> January, 2014.

**Subject: Workshop on knowledge Management and Knowledge sharing in organizations (February 24-28, 2014)**

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Sir/Madam,

I am directed to refer to the subject noted above and to enclose a copy of letter No. nil dated 06.12.2013 received from Prof. Lipi Mukhopadhyay, Programme Coordinator, Indian Institute Of Public Administration, New Delhi for your perusal at the website <http://csharyana.gov.in> and request you to consider and circulate the same amongst suitable IAS officers working under your kind control so that they could be able to exercise their options by 20.01.2014 to this department (Training Branch) through proper channel.

Yours faithfully,

*Mangit Kumar*  
13/1/2014

Superintendent Training  
for Chief Secretary to Govt. Haryana.

*57*

भारतीय लोक  
प्रशासन संस्थान

इन्द्रप्रस्थ एस्टेट, रिंग रोड, नई दिल्ली-110002



INDIAN INSTITUTE OF  
PUBLIC ADMINISTRATION

I.P. ESTATE, RING ROAD, NEW DELHI-110002 (INDIA)



Prof. Lipi Mukhopadhyay  
Programme Coordinator  
Mob. 9811276345

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December 6, 2013

हरियाणा सिविल सचिवालय  
चण्डीगढ़

Sub: Workshop on Knowledge Management and Knowledge Sharing in  
organizations (February 24-28, 2014)

Sir/Madam,

The Indian Institute of Public Administration is organizing a Workshop on 'Knowledge Management and Knowledge Sharing in organizations' during February 24-28, 2014. This Workshop is sponsored by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pension, Government of India. The level of participants would be Group 'A' Officers of the Indian Administrative Service, the Indian Forest Service and Central Services Officers, scientists/Technologists/Professionals working in Ministries and Departments, Scientific Organizations of the National Action Plan for effective management.

A Programme outline, stating the objectives, programme contents, level and type of participants expected, venue, etc. of the programme is given in Annexure -I.

Nominations are hereby invited for the above schedule. Only such candidates should be nominated, who can attend the programme on whole time basis. While making nominations, the level and type of participants as indicated in Annexure -I may kindly be borne in mind.

There is no programme fee for participants attending the training programme. However, the sponsoring organization will have to bear the traveling expenses and daily allowance, if any, of the officers deputed for the programme. The room charges will be 750/- per day single occupancy for AC accommodation. The mess charges are Rs. 181/- per day for whole day meal+5.15% Service Tax extra. In case you need hostel accommodation, kindly send a fax accordingly. No family accommodation is available in the Hostel.

Nomination in the enclosed form (Annexure -II) may kindly be sent to the undersigned so as to reach latest by January 31, 2014. The nominations which are either not accompanied by the particulars in the proforma or received after the last date will not be considered.

The officer(s) nominees concerned may please be relieved for attending the workshop only after receipt of specific confirmation regarding acceptance of the nomination.

Chief Secretary  
Government of Haryana  
Secretariat  
Chandigarh

Yours faithfully,

*Lipi Mukhopadhyay*  
(Lipi Mukhopadhyay)

Training Branch  
Diary No. 16  
Date 8-1-2014

## **Three day training Workshop on Knowledge Management**

### **Objectives:**

At the end of the training workshop the participants will be –

- knowledgeable on effective use of information, how to collect right information and manage data for future needs of the organization.
- able to share knowledge with individuals and groups for decision making.
- confident to deal with every situation on demand and create new opportunities in the organization.

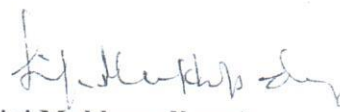
### **Contents:**

- Dimensions of knowledge management (KM)
- Strategies
- The value of KM
- Motivation
- Context
- Collaboration and extending the concept

### **Methodology:**

The training methodology will consist of interactive session with expert faculty in specific fields, case studies, experiential learning and group exercises.

**Duration:** Three Days  
**Date and Venue:** February 24-28, 2014 IIPA.

  
**(Lipi Mukhopadhyay)**  
**Programme Coordinator**



### **Hostel Accommodation**

The outstation participants will be provided board and lodging facilities, on demand, in the fully furnished hostel and mess located in the campus of the institute. The Hostel room tariff and Mess charges are as under:

AC room single occupancy Rs.750/- per day per person

AC room double occupancy Rs.1250/- per day

Mess charges Rs.181/- per day for whole day meal + 5.15% /service tax extra

**Last date of receipt of the nomination: January 31, 2014**

### **Programme Director:**

**Dr. Lipi Mukhopadhyay    Mob.98112-76345;**  
**E-mail: lipi.mukhopadhyay@gmail.com**  
**011-2346-8310 (Office)**

## NOMINATION FORM

1. Programme Title:
2. Name of the Institute
3. Venue:
4. Programme Dates:
5. Name of the candidate:  
(in capital letters)
6. SC/ST/OBC/Others
7. Date of Birth
8. Designation:
9. Pay scale:
10. Basic pay:
11. Academic Qualification
12. Professional Qualification:
13. Address for Communication:  
(with PIN)

FAX No.

PHONE No. (Office)

PHONE No. (Resi)

Brief description of duties of the officer:

**(Signature of the Candidate)**

To be filled – in by the sponsoring authority:

Certified that: -

- a) the particulars given above are correct.
- b) Due care has been taken of the training needs of the officer nominated with reference to his present/future duties viz-a-viz the contents of the course.
- c) The officer, if selected, will be relieved on full-time basis for attending the programme

Address of Communication to sponsoring organization

PIN:

Phone:

Fax:

**(Signature of the Sponsoring Authority with Seal)**

Reference No. of  
Sponsoring Authority

Place:

Date: