

**OFFICE OF THE CHIEF ENGINEER (HQ) PUNJAB PWD
B&R, NIRMAN BHAWAN, BLOCK-C, MINI
SECRETARIAT, PATIALA.**

JS/CE/PD

To,

Superintending Engineer,
Const. Circle, PWD (B&R), Amritsar, Bathinda,
Chandigarh, Ferozepur, Faridkot, Hoshiarpur, Sangrur
Jalandhar-1, Jalandhar-2 Patiala-1, Patiala-2,
Pathankot and Ludhiana.

SE/EE/SDE/Supdt/OM/DD(IT)/MA

No. 901 - 24 - 31-5-19

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Superintending Engineer,
Central Works Circle, PWD (B&R), Amritsar,
Ferozepur, Chandigarh & Ludhiana.

Superintending Engineer,
Electrical Circle, PWD (B&R), Patiala and Chandigarh

Superintending Engineer,
Mechanical Circle, PWD (B&R), Patiala

Memo No.

/Training

dt:

Subject:- Submission of Synopsis of trainings attend by Department officers.

With reference to the subject cited above, it has been decided that all officers who attend any kind of training/seminar/workshop etc. should submit synopsis of training after attending the same, which should be uploaded on PWD website for ready reference of other officers. For keeping uniformity, a format for submission of synopsis/training report has been framed, which is enclosed for further circulation.

It is requested that this format may please be brought to the notice of all officers working under your jurisdiction for meticulous compliance.

DA/ As above

Executive Engineer, (Training)
For Chief Engineer (HQ)
PWD (B&R Branch),
Patiala.

Endst. No. 152-162 /Training

dt: 23/05/19

A copy of above is forwarded for information to:-

- 1) Chief Engineer, PRBDB, Mohali with reference to his office Memo No. PRBDB/1175-84 dt: 16.05.2019.
- 2) PS to SPW for information of SPW.
- 3) PA to Chief Engineer (HQ/West)/Central/South/NH/North/IP-Cum Technical Advisor, PIDB/Quality Control/Electrical

DA/ As above

Executive Engineer, (Training)
For Chief Engineer (HQ)
PWD (B&R Branch),
Patiala.

23/5

Punjab Roads & Bridges Development Board
S.C.O. 61-62, Phase-II, S.A.S. Nagar Mohali 160055

To

1. Chief Engineer (HQ)/West, Pb. PWD (B&R), Patiala.
2. Chief Engineer(Central), Pb. PWD (B&R)
3. Chief Engineer (South), Pb. PWD (B&R)
4. Chief Engineer (NH), Pb. PWD (B&R)
5. Chief Engineer (North), Pb. PWD (B&R)
6. Chief Engineer (IP) - cum-Technical Advisor, PIDB, Pb. PWD (B&R)
7. Chief Engineer (Quality Control), Pb. PWD (B&R)
8. Chief Engineer (Electrical), Pb. PWD (B&R)
9. Chief Architect, Punjab

Memo No.: PRBDB/ 1175-84

Dated: 16.5.19

Subject: Submission of Synopses of trainings attended by Department officers.

The department officers are deputed for various kinds of trainings upon approval from the Govt. It is observed that after attending the trainings no training-report/synopsis is submitted, with the result that the key learnings from the trainings are not available to other department officers for their reference/guidance. During meeting held with Secretary Public Works on 14.05.2019, it was decided that all officers who attend any kind of training/Seminar/Course etc. should submit a synopsis of trainings attended, clearly highlighting its relevance to the department and how the application of knowledge gathered can be made use of, for improving department's work practices. The synopses will be uploaded on the PWD web-site for ready reference by other officers.

It is requested that above may please be brought to the notice of all officers working under your control for meticulous compliance.


16/5/19
Chief Engineer
PRBDB

CC: PS to SPW for information of SPW please.

SYNOPSIS/TRAINING REPORT TO BE SUBMITTED BY DEPARTMENT OFFICERS

AFTER ATTENDING TRAINING/WORKSHOP/SEMINAR

1. Name of the officer:
2. Designation:
3. Place of Posting:
4. Subject/Topic of the training/workshop/seminar:

5. Date and Place where training/workshop/seminar was held:

6. Agency who imparted training/workshop/seminar:

7. Key learnings from the training/workshop/seminar:

8. How training/workshop/seminar was useful/relevant to the department:

9. How learnings can be applied for the improving department's work practice:

10. Any other experience for sharing:

11. Documents/Handouts worth sharing with other officer:

12. Overall grading of training/workshop/seminar: Excellent/Good/Fair/Poor

Add more pages/annexures, if required.