

# Prantik Care The Earth Geo Info Solutions Pvt. Ltd

**Maa Mati Samaj**

A Ministry of Corporate Affairs empanelled ISO 9001: 2015 Certified Private Limited Company Operating in the Federals of Remote Sensing, GIS, Information Technology & Survey Engineering

CIN No: U72200WB2016PTC217241; Registration No: 217241

GSTIN: 19AAICP8456G1ZW

Udyam Aadhar Registration No: UDYAM-WB-04-0000121

Ref No: PCTEGIS/training/ 2024-25/01

Dated: the Prantik, 1<sup>st</sup>. April, 2024

## Notification

It is herein notified that an internal training has been conceived to be organized for the employees working with PCTEGIS from 02.04.2024 to 04.04.2024 on MS Word, MS Excel and Power Point Presentation in order to upgrade the status of business communication of the office and to maintain industry standards. The sessions shall include hand-outs and after the training a 50 marks internal examination will be conducted to ascertain how far the participants have learnt. Certificate will be given to each successful candidate from Prantik Care The Earth Non Governmental Organization in this regards. The details of the itinerary along with the participant's details are herein given below for information of all:

Sl.No	Date and Time	Topic to be Covered	Proposed participants
1	02.04.2024 From 3:00 P.M.-6:30 P.M.	How to operate MS Word to write application and business letters. The tools to be used including formatting of the letters. (Theory 1 hour and practical 2 hours). Ways to put up an advertisement	All Head of Departments, P.A.'s, Finance cum Administration Department staffs, Project Heads and Team Leader and Deputy Team Leaders.
2	03.04.2024 From 12:00 P.M.-1:30 P.M.	How to put up note sheet? Ways of writing a note sheet and the details of Project management	-Do-
3	03.04.2024 From 4:00 P.M.-6:30 P.M.	Ways to prepare good presentation in M/s-Excel, slides that should be maintained in a business and technical presentations	-Do-
4	04.04.2024 From 12:00 P.M.-1:30 P.M.	Technicalities of using Ms Excel and preparation of cartograms including its relevant analysis including selection of titles	-Do-
5	04.04.2024 From 5:00 P.M.-6:30 P.M.	How to prepare a Detailed Project Report or technical Proposals	SSO and JSO's along with Finance and Administration team

However anyone working with the office can participate subjected to approval from managing Director other than the proposed.



(Shri Ansuman Chakraborty),

Director II cum Organizational HR & SSO(Survey)  
M/s- Prantik Care The earth geo Info Solutions Pvt Ltd

Prantik Care The Earth Geo-Info Solutions Pvt. Ltd; Head Offc: 59 D, Adarsha nagar West, Kolkata-700061; Branch Office: 3/14, K B G Sarani, Prantik Township, Santiniketan, Birbhum, West Bengal

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Copy to:

- The Director I cum Chief Administrative Officer, PCTEGIS for necessary information
- The Managing Director, PCTEGIS for necessary information
- All HoD's , JSO's and SSO's , PCTEGIS for necessary actions
- All Team leaders and Deputy Team leaders, Survey camps, PCTEGIS for necessary actions
- Training File
- Office Notice Board
- Spare Copy



(Shri Ansuman Chakraborty),

Director II cum Organizational HR & SSO(Survey)  
M/s- Prantik Care The earth geo Info Solutions Pvt Ltd

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