



Institution for Secretarial Practices & Development

(A non-profit voluntary professional body of working secretaries)

480, Sector 10, Panchkula (Hr.)

website : www.inspireindia.com

94173 01480

Chairman

Lalit Mohan Bansal
0 94173 01480

Vice Chairman

Rajan Nanda
0 98146 37729

General Secretary,

Purshottam Mehta
0 98156 39769

Finance Secretary,

P.P. Pahwa
0 97803 64782

Auditor

S.K. Dhawan
098880 28880

Executive Council

Sukesh Kumar

Harminder Chawla

Anil Kumar Gupta

Pawan Chugh

Rajni Dhiman

A N Unnikrishanan

Naveen Sharma

18 August, 2011

Dear Member,

NOTICE FOR GENERAL BODY MEETING

Sunday, the 28th August, 2011

The General Body Meeting of Institution for Secretarial Practices & Development (INSPIRE) will be held at **11.00 a.m.** on **Sunday, 28th August, 2011** at **Student Centre, Panjab University, Sector 14, Chandigarh.** The following agenda is scheduled for the meeting :

- ❖ Celebration of Annual Foundation Day scheduled for 25th September, 2011

Members are requested to make it convenient to attend the General Body Meeting. The meeting would be followed by Lunch at 1.00 p.m.

A draw for members reaching for meeting up to 11.00 a.m. will be taken out and five members will be awarded Punctuality Gifts through Lucky Draw.

Looking forward for your active participation.

Kind regards,

Sukesh Kumar,
Director – Community Services
0 98555 91249