



Indian Association of Secretaries and Administrative Professionals

Affiliated to : Association of Secretaries & Administrative Professionals in Asia-Pacific

2nd April, 2014

President Emeritus

Homai H. Mehta

Sir J.J. College of Commerce
Tel. : 2201 6697 / 2201 6698
jjcc@mtnl.net.in

Imm Past President

Wilma D'Costa

Tata Sons Ltd.
Tel. : 6665 7646
wgdcosta@tata.com

GOVERNING COUNCIL

President

Yvonne Alphonso

Franco-Indian Pharmaceuticals Pvt. Ltd.
Tel. : 2493 4026 / 27 ext. 216
: 98198 31233
yalphonso@francoindian.com
yvonne.alphonso@gmail.com

Hon. Secretary

Sharon L. Pires

Bharat Petroleum Corporation Ltd.
Tel. : 2271 3349 / 98694 87593
piressf@bharatpetroleum.in

Hon. Treasurer

Ashish Kerawalla

Tata Realty & Infrastructure Ltd.
Tel. : 6629 4000 / 98216 94623
akerawalla@tata.com
aspiashk@yahoo.com

G.C. Members

Vimala D'Souza

Bharat Bijlee Ltd.
Tel. : 2763 7404 / 99209 30663
vimalaiasap@gmail.com

Sunita James

Takeda Pharmaceuticals (I) Pvt. Ltd.
Tel. : 6124 9902 / 99204 74841
sunita.james@takeda.com
sunitajames50@rediffmail.com

Priya Sudhir

Central Bank of India
Tel. : 66387696 / 98921 41225
priyasudhir302@gmail.com

Dear Members,

Administrative Professionals' Week Sunday, 20th April to Saturday 26th April 2014

April has a special significance for Secretaries and Administrative Professionals the world over. The theme is: "**MAKING THE LEAP TO REMARKABLE**".

The Governing Council has planned an enjoyable week and look forward to your whole-hearted support and participation.

To commence our celebrations, we have invited Ms. Farida Dahee, Image Consultant & Corporate Trainer, to address us on '**Power of Personal Appearance**'. **Monday, 21st April 2014, 6.00 p.m. at YWCA, Lady Wellington Hostel, Conference Hall, Ground Floor, 18, Madame Cama Road, Fort, Mumbai 400001.**

The Governing Council together with our co-sponsors, Vivanta by Taj President and Blue Dart Express Limited are happy to invite you and your Boss to Lunch on **Wednesday, 23rd April 2014 at 12.45 p.m. at the Presidential Ballroom, Vivanta by Taj President, 90 Cuffe Parade, Mumbai 400 005.**

And, to conclude the week, we will meet over cocktails and dinner on **Friday, 25th April 2014, 6.30 p.m. at KOHINOOR Continental Hotel, Andheri-Kurla Road, Andheri (E), Mumbai 400 059.**

An invitation letter meant for your boss regarding the Boss-Secretary Lunch, is attached herewith. **Before handing over this letter to your Boss, please contact me to confirm whether you are eligible to attend, since a short-list criteria will be followed, as in the past.** Only then, you may hand over the letter to your Boss (after filling in his name, designation, Company name and address) and revert with the required details in the response form (attached) to enable us to write out the invites.

The **event on 23rd April is open to only working Secretaries, who are accompanied by their Bosses** or the next in command. This is as per the request of our co-sponsors. Kindly co-operate.

Your **RSVP** for the above three events should reach any of the Governing Council members **on or before Monday, 14th April 2014.** Under no circumstances, would any request be entertained / considered after this date.

The Registration charges for the three events are listed below.

Event	Amount
21 st April 2014 – Ms. Farida Dahee, Image Consultant, at YWCA -	Rs.150/- for members Rs.200/- for guests
23 rd April 2014 – Boss-Secretary Lunch at Vivanta by Taj President	Rs. 500/- for you and your Boss
25 th April 2014 – Grand finale at Kohinoor Hotel – cocktails & dinner	Rs.400/- for members Rs.450/- for guests

The registration fee would be payable towards administrative expenses at the time of collecting the invitation cards. Collection of invitation cards would be on **Thursday, 17th April 2014, between 11.00 a.m. and 4.00 p.m. only** from Sir J J. College of Commerce, Opp. DBS House, adjacent to Cathedral School, Ghanshyam Talwatkar Marg, Mumbai 400 001, against payment only.

Yours sincerely,

Yvonne Alphonso
All India President

Response Slip:

I, Ms. _____ of _____ will attend

Meeting - Monday - 21st April / Boss-Sec Lunch - Wednesday - 23rd April / Grand finale - Friday - 25th April

Enclosed please find a **total amount** of

Rs. _____ for myself _____ [Veg./ Non-Veg.] and

Rs. _____ for my guest, _____ [Veg. / Non-Veg.]

My Contact No. is _____

Signature

Regd. Office : 104, Ashoka Shopping Centre, 2nd Floor, G. T. Hospital Complex, L. T. Marg, Mumbai 400001.

Correspondence Address : Sir J. J. College of Commerce, Ghanshyam Talwatkar Marg, Opp. D. B. S. House, Fort, Mumbai 400 001.

Tel. : 2201 6697 / 2201 6698 www.iasapindia.com

CHAPTERS : Tamil Nadu, West Bengal, Delhi, Pune, Bangalore, Hyderabad.