No. F.No.A. 33025/8/2016-Admn
Government of India
Ministry of Water Resources, River Development &
Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 25th April, 2016

Office Memorandum

Subject :- In house training in service matters on various topics in the Ministry.

It has been decided to conduct in house training on various service matters in the Ministry in the following topics:-

(i) Office Procedure
(ii) Functional filing system
(iii) Noting and Drafting
(iv) DPC procedures
(v) Vigilance procedures
(vi) RTI matters
(vii) Maintenance of Service Book
(viii) Outcome budget
(ix) Stress Management

2. The in-house training programme is proposed to be held for one hour duration on weekly basis.

3. Officers who are interested, are requested to participate either as a Resource Person or as a trainee, may intimate their willingness with their desired topic of training area to the undersigned within 10th May, 2017.

(A.K. Kaushik)
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To

1. All Officers of this Ministry.
2. NIC – for uploading in the website of the Ministry.