

Government of India
Ministry of Water Resources RD & GR

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 05th September, 2018

TRAINING CIRCULAR

The following training programme is being conducted by National Productivity Council in the coming months:-

Sl.No.	Name of the Workshop	Conducting Institute	Date of Training/ Workshop & Venue	Eligibility Criteria	Last date of Receipt of Nominations
1.	Effective Office Management & Administration and Performance Management	NPC, Chandigarh	8 th -12 th October, 2018 Dharmashala	JSA/SSA/Steno/PA/ASO	14.09.2018
2.	Project Management and Monitoring Evaluation	NPC, Delhi	8 th -12 th October, 18 Gangtok	ASO/SO/US/DS	12.09.2018

2. Interested and eligible officers may send their nominations through proper channel so as to reach Administration Section on or before last date of receipt as mentioned above.

3. All Officers are advised to carefully check their availability and other commitments before applying for a particular training.



(A.K. Kaushik)

Under Secretary to the Govt. of India

Tel.No. 23738126

Email: usadmn-mowr@nic.in

Copy to:

1. All Divisional Heads in the Ministry of Water Resources, RD &GR.
2. All Branch Officers/Section Officers of this Ministry.
3. US(E-IX), CWC, R.K. Puram, New Delhi.
4. NIC Cell – for uploading on the Circular page of the intranet under Head 'Training