TRAINING CIRCULAR

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

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the Workshop</th>
<th>Conducting Institute</th>
<th>Date of Training/Workshop &amp; Venue</th>
<th>Eligibility Criteria</th>
<th>Last date of Receipt of Nominations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Effective Office Management &amp; Administration and Performance Management</td>
<td>NPC, Chandigarh</td>
<td>8th-12th October, 2018 Dharmashala</td>
<td>JSA/SSA/Steno/PA/ASO</td>
<td>14.09.2018</td>
</tr>
</tbody>
</table>

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.

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.
4. NIC Cell – for uploading on the Circular page of the intranet under Head ‘Training