

F. No. A. 33025/7/2018-Admn.
Government of India
Ministry of Water Resources RD & GR

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 13th December, 2018

TRAINING CIRCULAR

The following training program is being conducted during 8th -10th January, 2019 at NERIWALM, Tejpur,
:-

Sl.No.	Name of the Programme	Date of Training/ Workshop & Venue	Eligibility Criteria	Last date of receipt of nominations in Admn Section
1	"Over-view of Water Sectors "	8 th -10 th January, 2018	SSA, ASO, SO, US, Deputy Secretaries, and equivalent officers	20.12.2018

2. Interested and eligible officers may send their nominations **in the proforma provided overleaf** through proper channel so as to reach Administration Section latest by date as mentioned above.

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


13/12/18

(A.K. Kaushik)

Under Secretary to the Govt. of India

Tel.No. 23738126

Email: usadmn-mowr@nic.in

Copy to:

1. All Wing Heads/All Divisional Heads in the Ministry of Water Resources, RD &GR.
2. Shri Vivek – For uploading on intranet.

Proforma for Training Nomination

To,

**Under Secretary (Admn)
MoWR, RD & GR
Shram Shakti Bhawan
New Delhi.**

Subject – **Nomination for Training Program.**

Sir,

I wish to apply for the Training Program the details for which are given below:-

Training Program Details

Training Circular Number (File No.)- _____

Date of Training Circular- _____

Training Topic - _____

Conducting Institute and Venue- _____

Duration of Training - _____

Last Training Program Attended by me - _____
(Mention Training Topic & Duration)

Recommendation of Reporting Authority

Name and Designation of Reporting officer - _____

Recommendation (Signature) of Reporting officer - _____

It is requested that I may be considered and nominated for the above Training Program.

Yours faithfully,

Name - _____

Designation/Posting - _____

Mobile Number - _____

E-Mail-id _____

(Mobile number and Email id required by Training institute for coordination with participants)