

Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 21<sup>st</sup> June, 2018

**TRAINING CIRCULAR**

The following training programmes are 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	Fees
1.	Advanced Course on Secretariat Effectiveness: Focus on Modern IT Practices and Advanced productivity Tools	NPC, Gandhi Nagar	20 <sup>th</sup> -24 <sup>th</sup> August, 18 Diu- Somnath	PA/PS/PPS/Sr.PPS	20.7.2018	Rs.49,800/- per participant
2.	Effective Office Administration and Finance Management	NPC, Delhi	27 <sup>th</sup> -31 <sup>st</sup> August, 2018, Khajuraho	SSA/ASO/SO	27.7.2018	Rs.48,000/- Per participant
3.	Role of ICT in driving Government Performance	NPC, New Delhi	10 <sup>th</sup> -14 <sup>th</sup> September, 2018, Goa	SSA/ASO/SO/PA/PS	3.8.2018	Rs. 48,000/- per participant

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.

  
(A.K.Kaushik)

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Copy to:

1. All Divisional Heads in the Ministry of Water Resources, RD &GR.
2. All Branch Officers/Section Officers of this Ministry.
3. NIC Cell – for uploading on the Circular page of the intranet under Head 'Training