TRAINING CIRCULAR

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

<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>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Advanced course on RTI handling Tools and Effective Office Management</td>
<td>NPC, Gandhi Nagar</td>
<td>11th-15th February, 2018, Kanyakumari</td>
<td>SSA/ASO/US</td>
<td>4.1.2019</td>
<td>Rs. 49,800/- per participant</td>
</tr>
<tr>
<td>2.</td>
<td>Team Building and Leadership Skills</td>
<td>NPC, Delhi</td>
<td>4th-8th March, 2018, Ooty</td>
<td>SO/US/DS and equivalent officers</td>
<td>15.1.2019</td>
<td>Rs. 48,000/- per participant</td>
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</tbody>
</table>

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.

(A.K. Kaushik)
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Copy to:

1. All Wing Heads/All Divisional Heads in the Ministry of Water Resources, RD & GR.
2. Shri Vivek, Admn Section -- for uploading on the Circular page of the intranet under Head ‘Training’.