

F. No. A. 33025/10/2018-Admn.  
Government of India  
Ministry of Water Resources, RD & GR

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated 28<sup>th</sup> September, 2018

**Office Order No.988/2018**

With the approval of Competent Authority, the following officers in the Ministry of Water Resources RD & GR are hereby nominated to attend the **Training programme on "Effective Office Management & Administration and Performance Management"** at Dharmashala conducted by National Productivity Council, Chandigarh during 8<sup>th</sup> - 12<sup>st</sup> October 2018:-

Sl.No.	Name & Designation (S/Shri/Smt/Ms.)	Designation
1.	Shikha Tyagi	ASO (E-II)
2.	Sandeep Gupta	ASO (CWC)
3.	Vikas Malhotra	PA to US (Coord)
4.	Ashok Kumar	ASO (CWC)
5.	Vivek Verma*	ASO (CWC)
6.	Mahinder Kumar Gandhi	ASO (CWC)
7.	Jai Kishan	SSA (CWC)
8.	Nandadulal Chakraborty	JSA, M&A Directorate, CWC (Ranchi)
9.	Dineshwar Prasad	JSA (CWC)
10.	Sanjeet Kumar Verma	SSA (Hindi Section)
11.	Gaushe Alam	Steno Grade – 'D' (Hindi Section)
12.	Harbir Singh	JSA (PSU)
13.	Narender Kumar	JSA (CAD)
14.	Narender Singh	JSA (Cash)

2. The officers whose names have been indicated above are advised to contact **Shri Rajesh, Program Coordinator, NPC (Contact Number – 9779753576)** for update about reporting venue.

3. The expenditure of Rs. 6,56,600/- (Rs. 46, 900/- per participant) towards course fee will be debited to Budget Head 2701.80.003.04.02.20 Other Administrative Expenses (OAE) and expenses on travelling for MoWR officers will be debited to Budget Head 2701.80.003.04.02.11 Domestic Travel Expenses (DTE) for training of MoWR officers under Grant No. 97 for the year 2018-19. The travelling expenses of CWC officers will be debited to respective DTE head of CWC.

4. The nominated officers would submit a report on completion of training as to the benefit and value addition by the course for perusal of Competent Authority. The period of training shall be treated as duty.



(A.K. Kaushik)

**Under Secretary to the Govt. of India**

**Tel.No. 23738126**

**Email: [usadmn-mowr@nic.in](mailto:usadmn-mowr@nic.in)**

Copy to :-

1. National Productivity Council, NCO 40, Sector 7 C, Madhya Marg, Chandigarh. E-Mail – [npc-chd@chd.nic.in](mailto:npc-chd@chd.nic.in) / [npc-chd@npcindia.gov.in](mailto:npc-chd@npcindia.gov.in) - with request that the relieving letter on conclusion of the training along with attendance sheet of all participants may be sent to this Ministry, so that requisite payment may be made.
3. Concerned Officers (14)
4. US (Coord)/ AD (Hindi)/ SO(PSU)/SO(CAD)/SO (Cash)/(SO E-II).
5. Secretary, Central Water Commission, Sewa Bhawan, R.K. Puram, New Delhi
6. DDO(Cash), MoWR,RD&GR - for information.
7. PA to US (A) for creating PD.
8. APAR Folder.