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. 48000/- per participant</td>
</tr>
</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)
Under Secretary to the Govt. of India
Tel.No. 23736126
Email: usadmin-mown@nic.in

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’.
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)