

F. No. A. 33025/21/2017-Admn.
Government of India
Ministry of Water Resources RD & GR

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 29th November, 2018

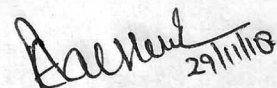
TRAINING CIRCULAR

The following training programmes are being conducted by IIM, Kolkata 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
1.	Interpersonal Effectiveness & Leadership Excellence	IIM, Kolkata	21 st -25 th January, 19 Kolkata	SO/US/DS and equivalent officers	12.12..2018
2.	Developing Leadership Potential	IIM, Kolkata	28 th -31 st Jan, 2019 Kolkata	US/DS/Director and equivalent officers	18.12.2018
3.	Communication and Presentation Skills	IIM, Kolkata	4 th -8 th February, 2019 Kolkata	Steno/PA/ASO/PS/ SO/ PPS	27.12.2018
4.	Personal Growth and Team Building	IIM, Kolkata	25 th Feb-1 st March, 19 Kolkata	ASO/SO/US /DS and equivalent officers	15.1.2019

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. 23738126

Email: usadmn-mowr@nic.in

Copy to:

1. All Divisional Heads in the Ministry of Water Resources, RD &GR.
2. All Branch Officers/Section Officers of this Ministry.
3. US(E-IX), CWC, R.K. Puram, New Delhi.
4. 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)