

F. No. A. 33025/7/2018-Admn.
Government of India
Ministry of Water Resources RD & GR


Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 31st October, 2018

TRAINING CIRCULAR

The following training program is being conducted during 26-30 November, 2018 at National Water Academy, Pune :-

Sl.No.	Name of the Programme	Date of Training/ Workshop & Venue	Eligibility Criteria	Last date of receipt of nominations
1	Overview of Water Resources Sector for the Non-Technical Officers of MoWR, RD & GR	26-30 November, 2018	Non Technical officers (JSA & above and equivalent)	06.10.2018

- 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.
- 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:

- All Wing Heads/All Divisional Heads in the Ministry of Water Resources, RD & GR.
- Shri Vivek – For uploading on intranet.

o/c SG

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)