TRAINING CIRCULAR

The following training programmes are being conducted by Indian Institute of Management, Kolkata in the coming months:

<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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Communication and Presentation Skills</td>
<td>IIM, Kolkata</td>
<td>13th-17th January, 2020, Kolkata</td>
<td>PA/ASO/PS/PPS</td>
<td>18.12.2019</td>
</tr>
<tr>
<td>3</td>
<td>Personal Growth and Team Building</td>
<td>IIM, Kolkata</td>
<td>17th-21st February, 2020, Kolkata</td>
<td>SO/US/DS &amp; equivalent officers</td>
<td>10.01.2020</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. 23738126
Email: usadmin.mow@nic.in

Copy to:
1. All Divisional Heads in the Department of Water Resources, RD & GR.
3. All Branch Officers/Section Officers of this Ministry.
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**

*(No substitute will be provided during the training period)*