

F. No. A. 33025/11//2018-Admn.  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources RD & GR  
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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 27<sup>th</sup> February, 2020

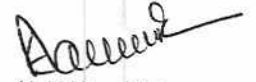
**TRAINING CIRCULAR**

The following training programmes is conducted by Delhi Productivity Council in the coming month:-

Sl.No.	Name of the Workshop	Conducting Institute	Date of Training/ Workshop & Venue	Eligibility Criteria	Last date of Receipt of Nominations
1.	Moving towards Excellence	Delhi Productivity Council	16 <sup>th</sup> -20 <sup>th</sup> March, 2020, Udaipur	JSA/SSA/ASO/Steno/ PA	04.03.2020

2. Interested and eligible officers of Department (Sectt) may send their nominations **in the proforma provided overleaf** through proper channel so as to reach Administration Section latest by date as mentioned above. Only those officers who have not undergone training during the current financial year may apply for the above training.

3. As Paliament Sesion will be ongoing during the above training programme, the controlling Officers may please ensure relieving of officers for the above training before sending their nominations. It is also stated that no substitute will be provided for officers nominated for the said training. 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](mailto:usadmn-mowr@nic.in)

Copy to:

- 1/ All Divisional Heads in the Department of Water Resources, RD & GR.
- 2/ All Branch Officers/Section Officers of this Ministry.
3. Sandeep Bharadwaj, Asst. Director(Training), DPC, Delhi.
- 4/ Shri Vivek, Admn Section – for uploading on the Circular page of the intranet under Head 'Training

Issued  
27/02/2020

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)