

F. No. A. 33025/5/2015 -Admn  
Government of India  
Ministry of Water Resources RD & GR  
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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 5<sup>th</sup> December, 2016

TRAINING CIRCULAR

The following training programmes are being conducted by various Institutes 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	Fees
1.	Effective Office Administration	National Institute of Man Management and Advancement	9 <sup>th</sup> -12 <sup>th</sup> January, 2017, Udaipur	JSA/SSA/Steno/ PA/ASO	16.12.2016	Rs. 26,900/- per participant
2.	Right to Information Act and Knowledge Management	National Productivity Council, Gujarat	16 <sup>th</sup> -20 <sup>th</sup> January, 2017 Udaipur	SSA/ASO/SO/PS	23.12.2016	Rs.45,000/- +15% S.T.
3.	Interpersonal Growth and Team Building	National Productivity Council, New Delhi	6 <sup>th</sup> -10 <sup>th</sup> February, 2017, Port Blair	SO/PS/PPS/US/DS (with Rs. 5400 Grade Pay pre-revised)	27.12.2016	Rs. 48,000/- + 15% S.Tax

2. Interested and eligible officers may kindly send their nominations through proper channel so as to reach Administration Section latest by date as mentioned above.

  
(A.K. Kaushik)

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Copy to:

1. All Divisional Heads in the Ministry of Water Resources, RD & GR.
2. ✓ NIC Cell – for uploading on the Circular page of the intranet under Head 'Training'.