

A.  
No. 33025/1/2013-Admn  
Government of India  
Ministry of Water Resources  
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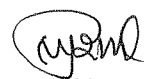
Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 9<sup>th</sup> May, 2013

**Subject: Training programmes conducted by ISTM**

ISTM is conducting the following training programmes:-

S.No.	Name of the Training	Date of the Training/ Workshop	Eligibility criteria
1.	Training in Microsoft Office – Excel	26 <sup>th</sup> to 28 <sup>th</sup> June, 2013	Officers and Staff
2.	Workshop on communication skills	1 <sup>st</sup> to 2 <sup>nd</sup> July, 2013	Section Officer and above

2. Willing and eligible officers may kindly forward their nomination (as per proforma available on ISTM's website i.e. [www.istm.gov.in](http://www.istm.gov.in)) through proper channel to reach Administration Section latest by 20.5.2013 positively.

  
(L.P. Sharma)  
Under Secretary to the Govt. of India  
Tel.No. 23738126  
Email: [usadmn-mowr@nic.in](mailto:usadmn-mowr@nic.in)

To,

1. All Officers/ Sections/ Desks in the Ministry of Water Resources

Copy to :-

1. Notice Board of the Ministry
2. ✓ NIC Cell – for uploading on the circular page of the intranet.