


No.15/1/2012-Admn (Pt)  
Government of India  
Ministry of Water Resources  
\*\*\*

Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 22<sup>nd</sup> February, 2013

**TRAINING CIRCULAR**

The following training programmes/ workshop are being conducted during May-June, 2013 by the Institute of Secretariat Training & Management:-

- i) Two days workshop on Noting & Drafting for Section Officers/ Dealing Assistants from 20<sup>th</sup> to 21<sup>st</sup> May, 2013
  - ii) Training programme on "Behavioural Techniques" for Assistants from 6<sup>th</sup> to 7<sup>th</sup> June, 2013
2. Willing and eligible officials may kindly forward their nominations through proper channel so as to reach this Section latest by 29.3.2012.

  
(SOBHANA FRANCIS)  
SECTION OFFICER (ADMN)  
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To,

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

Copy to :-

2. Notice Board in the Ministry
3. NIC Cell, MOWR – for uploading on the intranet