

**MOST IMMEDIATE**  
**BY FAX**  
**REMINDER-I**

No.A.33025/9/2013-Admn  
Government of India  
Ministry of Water Resources

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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 6<sup>th</sup> December, 2013

**OFFICE MEMORANDUM**

**Subject: Development of Database for training management**

The undersigned is directed to refer to Administration Section's communication of even no. dated 25.11.2013 on the subject mentioned above and to request that the requisite information may kindly be compiled in MS Excel format and forward the same to this Section latest by 11.12.2013 positively. The soft copy of the said information may also be sent to Administration Section's email id – admnmowr@nic.in. The officials who have already furnished the requisite information need not send the same.

  
(L.P. Sharma)

Under Secretary to the Govt. of India

Tel. No. 23738126

Email: usadmnmowr@nic.in

✓ To,

1. All Wing Heads/ Divisional Heads in the Ministry
2. All Desks/ Sections/ Units in the Ministry
3. All officials in the Ministry
4. All Heads of Organizations for doing the same in respect of their respective Organization and forward the same to the Ministry at the earliest.
- ✓ 5. NIC Cell, MoWR – for uploading on the circular page of the intranet prominently.