

A.
F. No. B3025/6/2014-Admn
Government of India
Ministry of Water Resources

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 2nd June, 2014

Subject: **Training programmes conducted by ISTM**

ISTM is conducting the following training programmes:-

S. No.	Name of the Workshop	Date of the Training/ workshop	Eligibility Criteria	Last date of Receipt of Nominations in Admn Section
1.	Noting and Drafting	19 th - 20 th August, 2014	Section Officers/Dealing Assistants	30.06.2014
2.	Reservation in Services for SC/ST/OBC	25 th - 27 th August, 2014	Section Officers/Dealing Assistants dealing with the matter	20.06.2014
3.	Outcome Budget	11 th - 12 th August, 2014	Group 'A' Officers (Under Secretary equivalent & above)	30.06.2014
4.	Disposal of Appeal under RTI	14 th August, 2014	Officers senior in rank to the PIO who function as appellate authority under RTI, 2005.	30.06.2014
5.	MS Word	20 th - 22 nd August, 2014	Officers and Staff in CSS & other Govt. officers	30.06.2014
6.	National Training Policy	4 th -5 th August, 2014	Middle level officers	20.6.2014

2. Willing and eligible officers may kindly forward their nomination (as per proforma available on ISTM's website (www.istm.gov.in) through proper channel so as to reach Administration by the date as indicated above.


(L.P. Sharma)

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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.
3. CWC/CSMRS/CGWB may nominate their officers and staff in the above courses.