

F. No. 33025/6/2014-Admn
Government of India
Ministry of Water Resources

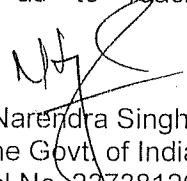
Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 7th July, 2014

TRAINING CIRCULAR

The following training programmes conducted during September-October, 2014:-

Conducting Institute & Venue	Name of the Workshop	Date of the Training/ workshop	Eligibility Criteria
Institute of Secretariat Training and Management	Training Programme in Administrative Vigilance – I (Code AV I)	15 th – 19 th September, 2014	Dealing Assistants, Section Officers and above
	Pension and other Retirement Benefits for staff dealing with Pension cases	22 nd to 25 th September 2014	Officials/Staff dealing with Pension Cases
	Noting & Drafting	22-23 September, 2014	Section Officers/Dealing Assistants
	"Microsoft Office – Excel"	01-03 September	All Officers & Staff
	Awareness Programme for Preparing Cabinet Note	5 th September, 2014	Directors & Deputy Secretaries
	Reservation in Services for SC/ST/OBC	7 th to 9 th October, 2014	Section Officers/ Assistants
	104 th Basic Course on Management Services	8 th September- 31 st October 2014	Junior Analysts/SO/ Assistants/Technical Assistants/RAs & equivalent.
V.V. Giri National Labour Institute	Gender, Poverty & Employment	25 th – 29 th August, 2014	Government Representatives
	Generating Quality Employment	19 th – 22 th , August, 2014	Govt. officials dealing with employment issues

2. Willing and eligible officers may kindly forward their nomination (as per pro forma available on <http://www.istm.gov.in/> and <http://www.vvgnli.org/>) through proper channel so as to reach Administration by 20.7.2014.


(Narendra Singh)
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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.