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F. No. A. 33025/5/2016-Admn.  
Government of India  
Ministry of Water Resources RD & GR  
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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 21<sup>st</sup> June, 2016


**TRAINING CIRCULAR**

The following training programmes are being conducted by NPC in the coming months:-

Sl.No.	Name of the Workshop	Conducting Institute	Date of Training/ Workshop & Venue	Eligibility Criteria	Last date of Receipt of Nominations	Fees
1.	Effective Office Management with focus on e-Gov and Digital Organization	NPC, Gandhinagar	22 <sup>nd</sup> -26 <sup>th</sup> August, 2016 Diu-Somnath	PA/PS/ASO/SO /PPS	15.7.2016	Rs. 45,000+ 15% S.T.
2.	ICT Impact on Productivity of Government Sector	NPC, New Delhi	19 <sup>th</sup> -23 <sup>rd</sup> Sept, 16 Goa	Steno/SSA/PA/ ASO/SO/PS	1.8.2016	Rs. 47,000/- + 15% S.T.

2. Interested and eligible officers may kindly send their nominations through proper channel so as to reach Administration Section latest by date as mentioned above.

3. Only one application from each Section may be accepted.

  
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Copy to:

1. All Divisional Heads in the Ministry of Water Resources, RD & GR.
2. NIC Cell – for uploading on the Circular page of the intranet under Head 'Training'.