

MOST IMMEDIATE
BY FAX

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

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 25th November, 2013

OFFICE MEMORANDUM

Subject: Development of Database for training management

The undersigned is directed to enclose herewith a proforma for compiling information in respect of all Officers/ Officials working in the Ministry (Main Sectt) and to request that the requisite information may kindly be compiled in MS Excel format and forward the same to this Section latest by 28.11.2013 (FN). The soft copy of the said information may kindly be sent to Administration Section's email id – admn-mowr@nic.in.

Encl: As above


(L.P. Sharma)

Under Secretary to the Govt. of India

Tel. No. 23738126

Email: usadmn-mowr@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.

DATA BASE FOR TRAINING MANAGEMENT

NAME OF THE ORGANIZATION

[illegible]