

MOST IMMEDIATE

No.15/1/2012-Admn (Pt)
Government of India
Ministry of Water Resources

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 30th July, 2012

Subject: **Training programmes conducted by ISTM**

ISTM is conducting the following training programmes:-

S.No.	Name of the Training	Date of the Training/ Workshop	Eligibility criteria
1.	Training Course on Handling of CAT Cases	3 rd to 5 th October, 2012	Section Officers and equivalents dealing with the cases
2.	Special programme on Pension and other Retirement Benefits for staff dealing with Pension Cases	8 th to 12 th October, 2012	Officials/ staff dealing with pension and other retirement benefits
3.	Three days workshop on Noting and Drafting	29 th to 31 st October, 2012	Section Officers/ Dealing Assistants

2. Willing and eligible officers may kindly forward their nomination through proper channel to reach Administration Section latest by 10.8.2012.


(HARBANS LAL)
SECTION OFFICER (ADMN)
TEL. NO. 23710333

To,

1. All 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.