

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

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 11th December, 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.	Course on Reservation in Services for Scheduled Castes, Scheduled Tribes and OBCs (RIS)	18 th to 20 th February, 2013	Section Officers/ Dealing Assistants
2.	3 day workshop on "Analysis of Financial Statements"	28 th to 30 th January, 2013	Any CSS officer of the level of Section Officer and above
3.	Training on "Records Management for Right to Information"	11 th to 14 th February, 2013	Section Officers/ officers of equivalent ranks
4.	2 day workshop on "Right to Information Act – 2005"	11 th 12 th February, 2013	CPIOs

2. Willing and eligible officers may kindly forward their nomination (as per proforma available on ISTM's website i.e. www.istm.gov.in) through proper channel to reach Administration Section latest by 20.12.2012 positively.

(L.P. SHARMA)

UNDER SECRETARY TO THE GOVT. OF INDIA

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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.