

F.No.J-11011/1/2014-e-Gov.  
Government of India  
Ministry of Water Resources,  
River Development & Ganga Rejuvenation,  
(e-Governance Cell)

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, dated the 28<sup>th</sup> December, 2016.

**TRAINING NOTICE**

**Subject:- Capability Building Training on eOffice – reg.**

Capability Building Programme (level-1) Training on eOffice is being organized for the Officers of the Ministry of Water Resources, RD & GR in Computer Room, New Library Building, Central Water Commission, Sewa Bhawan, R. K. Puram, New Delhi in two batches i.e. from 02.01.2017 to 04.01.2017 and 09.01.2017 to 11.01.2017.

2. All Officers listed in the batches as per Annexure-1 & Annexure-II are hereby deputed to attend the eOffice Training as per schedule. The Officers are directed to report at the Venue at 09:15 sharp.

This has the approval of JS (A/ GW).

**Encl: as above.**

  
(Ashok Kumar Gupta),  
Under Secretary to the Government of India  
Ph:- 011-23714350.

**To:-**

1. All Officers mentioned in the training batches as per Annexure-I & II.
2. **Sh. Ramesh Kumar**, Director (Training), Central Water Commission, Sewa Bhawan, R.K. Puram, New Delhi with a request to kindly arrange for the entry of the NIC team, Internet facility/ Projector, Working lunch, Tea/ Snacks (morning and evening) & Stationery to the participants.
3. Ms. Surbhi, Project Manager, NIC eOffice {training.eoffice@nic.in}.
4. Sh. Navdeep Singh Nagi, NIC eOffice Team {nic-eofficepm1@nic.in}.

**Copy for information to:-**

1. PS to all Wing Heads of the Ministry.
2. US (Admn), MoWR, RD & GR
3. Director (Technical), NIC for uploading this on IntraMoWR.

## Annexure-I

Training Batch 1: Date: 02.01.2017 to 04.01.2017

| S.No. | Name & Designation       | Section/ Posting           |
|-------|--------------------------|----------------------------|
| 1.    | Sanjay Dhawan, PS        | DS(A& GW)                  |
| 2.    | G. R. Gautam, PS         | Dir(Fin)                   |
| 3.    | Manoj Khatter, PS        | Com(SCR)                   |
| 4.    | Savita Arora, PS         | SJC (CAD)                  |
| 5.    | Iti Mishra, PS           | Advisor(Tech)NWM           |
| 6.    | Sunita Jaluthra, PS      | SJC(SCR)                   |
| 7.    | Anita Bijalwan, PS       | Dir(WQ)                    |
| 8.    | Varalakshmi Nagaraju, PS | JS (PP)                    |
| 9.    | Debi Prasad Majumdar, PS | Com(Indus)                 |
| 10.   | Shiv Kumar, PS           | S.K. Kamboj, SJC (Pen Riv) |
| 11.   | Randhir Singh, PS        | DS(PSU)                    |
| 12.   | Y.K. Sharma, PS          | SJC(B&B)                   |
| 13.   | Sanjay Kumar, PS         | O/o AS(WR)                 |
| 14.   | A.K.Juneja, PA           | US, NWM                    |
| 15.   | V.Surabhi, PA            | SJC(PP)                    |
| 16.   | Subha Laxmi, PA          | US (NHP)                   |
| 17.   | Aruna Sukhija, PA        | US (E-II)                  |
| 18.   | Subhangi Sharma, PA      | US(E-I)                    |
| 19.   | Baldev Krishan, PA       | SJC(B&B)                   |
| 20.   | R.K.Badlia, PA           | SJC(FM)                    |
| 21.   | A.K.Tyagi, PA            | DS (Coord)                 |
| 22.   | Chandra Ganguly, PA      | DS (E-III & Parl.)         |
| 23.   | Dinesh Kochhar, ASO      | GW Desk                    |
| 24.   | Surendra Kumar, ASO      | Admin                      |
| 25.   | Taranjeet Singh, ASO     | E-III                      |
| 26.   | H. Paulien Gangte, ASO   | PSU                        |
| 27.   | Shyama P., ASO           | Vigilance                  |
| 28.   | Archana, ASO             | Cash                       |
| 29.   | Anupa Venugopal, ASO     | E-IV                       |
| 30.   | M.V.N. Lakshmi, ASO      | E-II                       |

Asst  
28/12/18

Training Batch 1: Date: 09.01.2017 to 11.01.2017

| S.No. | Name & Designation        | Section/ Posting    |
|-------|---------------------------|---------------------|
| 1.    | Sunita Thakur, PS         | O/o JS (A)          |
| 2.    | Anita Arora, PS           | SJC Pen. Riv        |
| 3.    | Sanjeev Sharma, PS        | Dir(E.I & Vig)      |
| 4.    | G. Lakshman Rao, PS       | Com(FM)             |
| 5.    | Hema Narang, PS           | SJC(BM)             |
| 6.    | Bipin Kumar, PS           | O/o MoS             |
| 7.    | Anu Rattan, PS            | JS &FA              |
| 8.    | Ved Prakash Sharma, PS    | US (FD-I)           |
| 9.    | Prabha Gandhi, PS         | DC (B&B)            |
| 10.   | Rani Behl, PS             | HP Division         |
| 11.   | Savita Kapahi, PS         | Under posting       |
| 12.   | Meenakshi Sharma, PS      | Comm. (CAD)         |
| 13.   | Yogita Anand, PS          | Dir(Admn&GA)        |
| 14.   | Shashi Chadha, PS         | Director (MI)(Stat) |
| 15.   | K.K.Chakraborty, PA       | SJC(Indus)          |
| 16.   | Sunita Raheja, PA         | US(EA)              |
| 17.   | Deepa Taneja, PA          | US(PP)              |
| 18.   | Nand Kishor Sah, PA       | US(PR)              |
| 19.   | Purushottam K. Prasad, PA | SJC (NHP)           |
| 20.   | Inderjeet Kaur, PA        | US(Coord)           |
| 21.   | Neeru Rohilla, PA         | SJC(SPR)            |
| 22.   | Manju Galhotra, PA        | DD (PP)             |
| 23.   | Sunita Bhatia, PA         | DD(OL)              |
| 24.   | Sushila Gupta, PA         | US(GA)              |
| 25.   | Radha Williams, ASO       | PP                  |
| 26.   | Indu Gupta, ASO           | E-II                |
| 27.   | Chitra Ravi Kumar, ASO    | Admin               |
| 28.   | Mukesh Kumar, ASO         | Vigilance           |
| 29.   | Deepti Singh Laka, ASO    | Indus               |
| 30.   | Mridul Sridhar, ASO       | IFD                 |

AS. h. h.  
28/12/16