

F.No.J-20011/1/2014-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 24 November, 2015.

**TRAINING NOTICE**

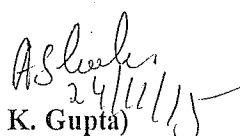
**Subject:- Training session on e-Leave management system at 03:00 pm to 04:30 pm on 03.12.2015 in the Conference Hall of the Ministry – reg.**

A training session on e-Leave management system will be given by NIC at 03:00 pm to 04:30 pm on 03.12.2015 in the Conference Hall of the Ministry to impart training on the implementation of e-Leave system in the Ministry. e-Leave management system is to be operationalized in the Ministry by 01.01.2016.

2. All Officers, as per Annexure-1, are requested to attend this training session. One Dealing Hand from each section may also be nominated to attend the training. It is also requested to bring your own writing material.

This has the approval of competent authority.

**Encl: as above.**

  
(A. K. Gupta)

Under Secretary to the Government of India

Ph:- 011-23714350

Email:- ashok.kgupta@nic.in

**To:-**

1. All Officers mentioned in the training batch as Annexure-1.
2. ✓ NIC Cell with a request to make arrangements for this training and kindly upload this on Intranet as well.

**Copy for information to:-**

1. ADG (Stat.)/ JS (PP)/ Commissioner (Indus)

## Training Batch for e-Leave management training on 03.12.2015

| S.No. | Wing Heads           | Subordinate Officers nominated for the training. |
|-------|----------------------|--|
| 1.    | JS (PP)              | PS to JS (PP)                                    |
| 2.    |                      | PS To Director (PP)                              |
| 3.    |                      | AD (PP)  |
| 4.    |                      | PS to SJC (PP)                                   |
| 5.    |                      | US (PP)  |
| 6.    |                      | US (E-IV)  |
| 7.    |                      | PA to US (PP)                                    |
| 8.    |                      | PA to US (E-IV)                                  |
| 9.    |                      | SO (PP)  |
| 10.   |                      | SO (E-IV)  |
| 11.   | ADG (Stat.)          | PPS to ADG (Stat.)                               |
| 12.   |                      | PA to Dr. S. P. Sharma, Director (Stat.)         |
| 13.   |                      | PPS to Ms. Bindu Sreedathan, Dir (Stat.)         |
| 14.   |                      | Assistant Engineer (Stat.)                       |
| 15.   | Commissioner (Indus) | PS to Comm. (Indus)                              |
| 16.   |                      | PA to Sh. A. K. Aggarwal, SJC (Indus)            |
| 17.   |                      | PA to Sh. Bhupinder Singh, SJC (Indus)           |
| 18.   |                      | PA to DC (Indus)                                 |
| 19.   |                      | SO (Indus)                                       |