

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated the 02 December, 2015.

TRAINING NOTICE

Subject:- Training session on e-Leave management system at 03:00 pm to 04:30 pm on 11.12.2015 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 11.12.2015 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.

ASHOK
8/12/15
(A. K. Gupta)

Under Secretary to the Government of India
Ph:- 011-23714350
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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:-

JS (PP)/ Comm (B&B)/ Comm. (FM)

Annexure-1

Training Batch for e-Leave management training on 11.12.2015

S.No.	Wing Heads	Subordinate Officers nominated for the training.
1.	JS (PP)	PS to SJC (BM)
2.		PA to DC (BM)
3.		SO (BM)
4.	Commissioner (B&B)	PPS to Commissioner (B&B)
5.		PS to SJC (NE)
6.		PS to SJC (B&B)
7.		US (B&B)
8.		PA to DC (NE)
9.		PA to DC (B&B)
10.		PA to US (B&B)
11.		Asstt. Comm. (B&B)
12.		SO (B&B)
13.		PS to Comm. (FM)
14.	Commissioner (FM)	PA to Sh. M.S. Verma, SJC (FM)
15.		PA to Sh. Munni Lal, SJC (FM)
16.		PA to Sh. M. S. Sahare, SJC (FM)
17.		Sh. Avanti, DC (FM)
18.		Sh. Pankaj Kumar Singh, DC (FM)
19.		AD (Stat)
20.		SO (FM)
21.		Sh. S.K. Malik, SR. Draftsman, FM
22.	JS (A)	SO (Cash)