

409

No. F.No.A. 33025/8/2016-Admn  
Government of India  
Ministry of Water Resources, River Development &  
Ganga Rejuvenation  
\*\*\*

Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 25<sup>th</sup> April, 2016

Office Memorandum

**Subject :- In house training in service matters on various topics in the Ministry.**

It has been decided to conduct in house training on various service matters in the Ministry in the following topics:-

- (i) Office Procedure
- (ii) Functional filing system
- (iii) Noting and Drafting
- (iv) DPC procedures
- (v) Vigilance procedures
- (vi) RTI matters
- (vii) Maintenance of Service Book
- (viii) Outcome budget
- (ix) Stress Management

2. The in-house training programme is proposed to be held for one hour duration on weekly basis.

3. Officers who are interested, are requested to participate either as a Resource Person or as a trainee, may intimate their willingness with their desired topic of training area to the undersigned within 10<sup>th</sup> May, 2017.



( A.K. Kaushik)

Under Secretary to the Government of India

Tel. No. 23738126

E-mail: [usadmn-mowr@nic.in](mailto:usadmn-mowr@nic.in)

To

1. All Officers of this Ministry.
- ✓ 2. NIC – for uploading in the website of the Ministry.