

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

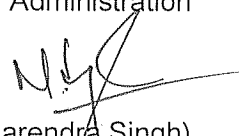
Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 25th August, 2014

TRAINING CIRCULAR

The following workshops are being conducted at ISTM during October-November, 2014:

Conducting Institute	Name of the Workshop	Date of the Training/ workshop	Eligibility Criteria	Last date of Receipt of Nomination in Admin
Institute of Secretariat Training and Management Venue : ISTM, New Delhi	Stress Management	7 th -10 th October, 2014	Senior and middle management	25.08.2014
	Liaison Officer for SC/ST	20 th -21 st October, 2014	Liaison Officers	03.09.2014
	Principles of Natural Justice	5 th November, 2014	Assistant and above	22.9.2014
	Knowledge Management	27 th -29 th October, 2014	Group 'A' & 'B'	16.9.2014
	Analysis of financial statements	27 th -28 th October, 2014	Gazetted Officers	16.9.2014
	Preparing Notes for Cabinet/ Cabinet Committee	10 th October, 2014	DS/Director	1.9.2014
	Pay Fixation	19 th -21 st November, 2014	Any official dealing with the matter	30.9.2014

2. Willing and eligible officers may kindly forward their nomination online at <http://www.istm.gov.in/> and send it through proper channel so as to reach Administration Section latest by date as mentioned above.


(Narendra Singh)
Under Secretary to the Govt. of India
Tel.No. 23738126
Email: usadmn-mowr@nic.in

To,

1. Notice Board of the Ministry
- ✓ 2. NIC Cell—for uploading on the circular page of the intranet.
3. CWC/CSMRS may nominate their officers and staff in the above courses.