

F.No. A. 33025/8/2014-Admn
Government of India
Ministry of Water Resources, RD & GR

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 26th November, 2014

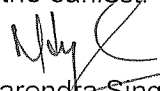
CIRCULAR

The Ministry has decided to organize in-house Weekly Training Programmes on regular basis for officials of the level of MTS/LDC/UDC/Asst./Steno/PA/PS by utilizing the in house expertise of Assistant/SO/US/DS/Director posted in Ministry. The training will be conducted every Week for one hour in the Conference Room. The following topics have been identified for the same:-

- (i) Record Management
- (ii) Service Book Maintenance
- (iii) Pay Bill Register Maintenance
- (iv) Recruitment Roster
- (v) Pay fixation
- (vi) Conducting DPC
- (vii) MS Excel
- (viii) Stress and Time Management
- (ix) Reservation Roster
- (x) Diary/Dispatch
- (xi) Outcome Budget
- (xii) Office Procedures

2. As per extant guidelines of DoPT serving officers of the Government will be paid an honorarium of Rs.500/- per session.

3. Interested and eligible officers are requested to send their nominations, indicating the topic/topics on which they can take the sessions, to the Administration Section at the earliest.


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

Copy to:-

- 1. All SO/US/DS/Director in the Ministry of Water Resources, RD & GR.
- ✓ 2. NIC cell- for uploading on the circular page of intranet.