

F. No. A. 33025/1/2013-Admn.  
Government of India  
Ministry of Water Resources RD & GR

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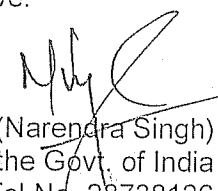
Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 16 December, 2014

TRAINING CIRCULAR

The following trainings/workshops are being conducted in the coming months:-

S.No	Name of the Workshop	Conducting Institute	Date of the Training/ workshop & Venue	Eligibility Criteria	Last date of Receipt of Nomination in Admin
1	Office Management for Staff Development	National Productivity Council	19-23 January, 2015 Venue:Goa	PA/PS/PPS	22 <sup>nd</sup> Decemeber 2014
2	Administrative Vigilance- Disciplinary Procedure 3	ISTM	9 March- 20 March, 2015	Assistants	8 <sup>th</sup> January, 2015
3	Competency Building	NIFM	12-16 January 2015	Middle/Sr. Officers	22 <sup>nd</sup> December 2014
4	Developing Executive Secretaries/ PA/PS & Office Staff	National Productivity Council	19-23 Jan, 2015 Venue: Puri  23-27 Feb. 2015 Venue Goa	Executive Secretaries, PA/PS, SO, office staff	22 <sup>nd</sup> December, 2014 for Puri & 16 <sup>th</sup> January, 2015 for Goa
5	RTI Act, 2005	ISTM	2-3 March, 2014	CPIOs	9 <sup>th</sup> January 2015

2. Interested and eligible officers may kindly send their nominations through proper channel so as to reach Administration Section latest by date as mentioned above.

  
(Narendra Singh)  
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Copy to:

1. All Divisional Heads in the Ministry of Water Resources, RD & GR.
2. Notice Board of the Ministry
3. ✓ NIC Cell – for uploading on the circular page of the intranet.
4. CWC/CSMRS may directly nominate their officers and staff in the above courses.