

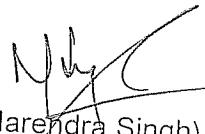
F.No. A.33025/8/2014-Admn.
Government of India
Ministry of Water Resources, River Development
& Ganga Rejuvenation

Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 11th February, 2015

Office Order No.115/2015

The officers/officials listed overleaf are hereby deputed to attend a two-hour In-House Training on "Record Management/Diary Dispatch & Office Procedure" to be conducted on 13th February, 2015 at 2.00 P.M. in the Conference Room, 1st Floor, Shram Shakti Bhawan.

2. Shri Nand Kishor, RA (IWSU) is identified as trainer for the purpose.
3. The concerned officers/officials (as per list overleaf) are advised to be seated in the Conference Room at 2.00 P.M. sharp.


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

Copy to:

1. Shri Nand Kishor, RA (IWSU), MoWR, RD & GR.
2. Concerned officers/officials.
3. Cash Section
4. NIC Cell, MoWR, RD & GR for uploading on the Ministry's Website.

List of officers/officials nominated for In-House Training on "Record Management/Diary Dispatch & Office Procedure" to be conducted on 13th February, 2015 at 2.00 P.M. in the Conference Room, 1st Floor, Shram Shakti Bhawan.

S.No.	Name (Shri/Smt/Ms)	Designation	Posting
1.	Vishal Kumar	Assistant	e-gov
2.	Pramod Kumar	Assistant	Project
3.	Indu Gupta	Assistant	E-II
4.	K.P. Singh	UDC	Project
5.	Surendra Kumar	UDC	Administration
6.	Vijay Kumar	UDC	E-I
7.	Sandeep Sehgal	UDC	E-I
8.	MVN Laxmi	UDC	E-II
9.	Poonam Narayan	UDC	PSU
10.	R.K. Mishra	UDC	Parliament
11.	Dhanvanti	UDC	Budget
12.	Ravindra Nath	LDC	E-I
13.	Harbir Singh	LDC	IWSU
14.	Satbir	LDC	Cash
15.	Harender	LDC	Cash
16.	Surinder Kumar	LDC	E-III
17.	Kundan Kumar	MTS	Admin
18.	Parveen	MTS	Under Posting
19.	Anand Parkash	MTS	PSU
20.	Sunil Kumar Rana	MTS	IFD
21.	Sunita	MTS	MTS
22.	Sachin Panchal	MTS	Vigilance
23.	Shashikant Kumar	MTS	Pen River
24.	Shravan Kumar	MTS	B&B
25.	Umed	MTS	Cash