

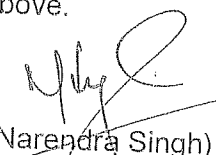
Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 13<sup>th</sup> April, 2015

**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 Section
1	Workshop on Income Tax	ISTM	6-7 July, 2015. Venue-ISTM	The Officials dealing with calculation of Income Tax.	01.05. 2015
2	Noting & Drafting	ISTM	6 – 7 July, 2015 Venue-ISTM	Section Officers/Dealing Assistants	01.05.2015
3	National Training Policy (NTP)	ISTM	6 -7 July, 2015 Venue-ISTM	Training Managers, Trainers of Central/State Training Institutions	01.05. 2015
4	Management of Training	ISTM (Residential Course)	6-10 July, 2015 Venue-ISTM	Training-manager	01.05.2015
5	Behavioral Skills	National Institute of HRD and Advancement	2-5 June, 2015 Venue-Goa	EE/AD, AE/JE, Assistant/PA/PS Ministerial Staff	24.04.2015
6	Good Governance			Departt Head/ CE/SE/GM/ DGM/Dir/AD	

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.