

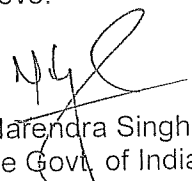
Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 12th March, 2015

TRAINING CIRCULAR

The following trainings/workshops are being conducted at ISTM 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	Certificate Course in Competition Law	Indian Institute of Corporate Affairs	Virtual Sessions on Saturdays from May to July, 2015 & 5 in-person sessions in May.	Open	01.04.2015
2	Communication Skills	ISTM	18 th -19 th May, 2015	Supervisory Officers	01.04.2015
3	Design of Training	ISTM (Residential Course)	8 th – 12 th June, 2015.	Officers	01.04.2015
4	Preparing Cabinet Notes	ISTM	Forenoon of 18.05.2015	US/SO	01.04.2015
5	Formulation of Budgets	ISTM	25 th – 26 th May, 2015	SO & equivalent	01.04.2015
6	MS Office Suite	ISTM	1 st – 5 th June, 2015	Officers & Staff	01.04.2015

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)
Under Secretary to the Govt. of India
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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.