


Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 17 June, 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 Nominations in Admn. Section
1	Effective Office Administration	National Institute of Man Management and Advancement	20 th July – 23 rd July, 2015 Venue : Shimla	PA/PS/SO/Asstt./UDC /LDC	25.6.2015
2	Leadership Development – Higher Productivity		4 th August – 7 th August, 2015 Venue: Mysore 24 th August – 27 th August, 2015 Venue: Nainital	SO/Officers	

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. NIC Cell – for uploading on the circular page of the intranet.
3. CWC/CSMRS may directly nominate their officers in the above courses.