

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

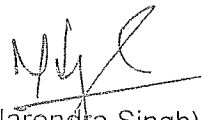
Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 14th July, 2015

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 Nomin-ations
1	Modern Office Management and RTI Act	National Productivity Council	3 rd – 7 th August, 2015 at Port Blair	PIOs	21.7.2015
2	HR and IT Tools for Developing Executive Secretaries		17 th – 21 st August, 2015 at Goa	PPS/PS/PA	21.7.2015
3	Personal Growth through Stress Management	Centre for Training and Social Research	19 th – 21 st August, 2015 at Hotel the Connaught	US/SO	21.7.2015

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