

F. No. A. 33025/4/2015-Admn.  
Government of India  
Ministry of Water Resources RD & GR  
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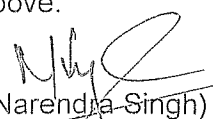
Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 28<sup>th</sup> July, 2015

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 Nominations in Admn. Section
1	Development Programme for Executive Secretaries, PA & Office Staff	Jaipur Productivity Centre	7 <sup>th</sup> – 11 <sup>th</sup> Sept. 2015 Goa	PPS/PS/PA/ Office Staff	06.08.2015
2	Emotional Intelligence for Managerial Effectiveness	Jaipur Productivity Centre	19 <sup>th</sup> – 23 <sup>rd</sup> Sept., 2015 Ooty	Officers upto DS/Director level	15.08.2015
3	Administrative Vigilance	Delhi Productivity Council	20 <sup>th</sup> – 24 <sup>th</sup> February, 2016 Manali	Dir/DS/US/SO	04.12.2015
4	Stress Management for Better Work Life	Delhi Productivity Council	23 <sup>rd</sup> – 27 <sup>th</sup> Nov. , 2015 Ooty	PPS/PS/PA	02.10.2015
5	Organizing Effectiveness Through Administrative Management	Delhi Productivity Council	18 <sup>th</sup> – 22 <sup>nd</sup> Jan., 2016 Gangtok	PPS/PS/PA	04.12.2015

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  
Tel.No. 23738126  
Email: usadmn-mowr@nic.in

Copy to:

1. All Divisional Heads in the Ministry of Water Resources, RD & GR.
2. ~~NIC~~ Tel – for uploading on the circular page of the intranet.