

F. No. 15/1/2012-Admn (Pt)
Government of India
Ministry of Water Resources RD & GR

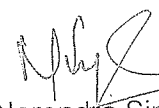
Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 31st July, 2015

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	MS Office Suite	ISTM	12 th – 16 th Oct., 2015 at ISTM	Officers and Staff	17.8.2015
2	Training Need Analysis	ISTM	5 th – 16 th October, 2015 at ISTM	Senior Middle Level Officers	17.8.2015
3	Stress Management	ISTM	5 th – 8 th October, 2015 at ISTM	Senior and Middle Level Officers	17.8.2015
4	National Training Policy	ISTM	5 th – 6 th October, 2015 at ISTM	Training Manager	10.8.2015
5	Performance Monitoring and Evaluation System	ISTM	12 th – 13 th October, 2015	SO and above	17.8.2015
6	RTI Act, 2005	ISTM	28.9.2015	SO and above	10.8.2015
7	E-Governance Initiatives	ISTM	28.8.2015	SO and above	1.8.2015

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 under Head 'Training'.