

F. No. A. 33025/5/2016 -Admn
Government of India
Ministry of Water Resources RD & GR


Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 13th July, 2016

TRAINING CIRCULAR

The following training programmes are being conducted by ISTM & JPC in the coming months:-

Sl.No.	Name of the Workshop	Conducting Institute	Date of Training/ Workshop & Venue	Eligibility Criteria	Last date of Receipt of Nominations	Fees
1.	Workshop on Citizen Centric Service Delivery Approach	ISTM, New Delhi	21 st -23 rd Sept, 2016	DS/Director	31.7. 2016	Nil
2.	Workshop on MS-Word	ISTM, New Delhi	22 nd - 24 th August, 2016	JSA/SSA/Steno	20.7.2016	Nil
3.	Cash & Accounts	ISTM, New Delhi	3 rd October- 2 nd December, 2016	SSA/ASO (for SSA, 5 years experience in Cash Section) official working in Cash Section	31.7.2016	Nil
4.	Reservation in Services for SC/ST/OBC	ISTM, New Delhi	3 rd -5 th October, 2016	SSA/ASO	31.7.2016	Nil
5.	Noting & Drafting	ISTM, New Delhi	22 nd -23 rd Sept, 16	SSA/ASO	31.7.2016	Nil
6.	Preparation of Cabinet Notes	ISTM, New Delhi	16 th September, 2016	DS/Directors	31.7.2016	Nil
7.	e-Age	Jaipur Productivity Centre, Jaipur	5 th -9 th September, 2016, <i>6/10a</i>	ASO/SO/PA/PS	31.7.2016	Rs. 39,500/- + 15% S.Tax

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. NIC Cell – for uploading on the Circular page of the intranet under Head 'Training'.