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F. No. A. 33025/6/2015-Admn.
Government of India
Ministry of Water Resources RD & GR

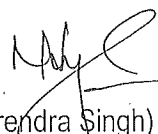
Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 5th April, 2016

TRAINING CIRCULAR

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

S.No.	Name of the Workshop	Date of Training/ Workshop & Venue	Eligibility Criteria	Last date Of receipt Of nominations	Fees
1.	Direct Trainer Skills	6 th -10 th , June, 2016	(SO/US/DS/Dir) Direct Trainers who are imparting training in class room	13.4.2016	Nil
2.	Workshop on MS-Word	15 th -17 th June, 2016	MTS/JSA/SSA	25.4.2016	Nil
3.	Workshop on MS-Office Suite	30 th May - 3 rd June	JSA/SSA/ Steno/PA/ ASO	13.4.2015	Nil
4.	Right to Information Act, 2005	30 th June-1 st July, 2016	SO/US (CPIO)	9.5.2016	Nil
5.	Noting & Drafting	4 th -5 th July, 2016	ASO/SO	9.5.2016	Nil
6.	Workshop on National Training Policy	7 th July-8 th July, 2016	US/DS/Dir	9.5.2016	Nil
7.	Workshop on Income Tax	4 th -5 th July, 2016	JSA/SSA/ ASO	5.5.2016	Nil
8.	Special Programme on Pension and other retirement benefits	22 nd -23 rd June, 2016	SO/US	5.5.2016	Nil

2. Interested and eligible officers may kindly send their nominations through proper channel (after filling up the online form on ISTM website i.e. www.istm.nic.in) 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 Cell – for uploading on the Circular page of the intranet under Head 'Training'.

