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F. No. A. 33025/1/2015-Admn.  
Government of India  
Ministry of Water Resources RD & GR

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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 20<sup>th</sup> January, 2016

TRAINING CIRCULAR

The following trainings/workshops are being conducted in the coming months by National Productivity Council:-

S.No	Name of the Workshop	Date of the Training/ workshop & Venue	Eligibility Criteria (As prescribed by JS (A))	Last date of Receipt of Nominations
1	Productivity & Competitiveness Measurement for Organizational Excellence	15 <sup>th</sup> – 19 <sup>th</sup> Feb. 2016 Port Blair	SJC/Dir	27.1.2016
2	Conflict Resolution and Problem Solving	16 <sup>th</sup> – 20 <sup>th</sup> Feb., 2016 Puri	SJC/Dir/DS	27.1.2016
3	Effective Office Communication	15 <sup>th</sup> – 19 <sup>th</sup> March, 2016 Port Blair	PPS/PS/SO	29.1.2016

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.

  
20/1

(R.K. Ojha)

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'.