

File No.12017/01/2010-Trg.I
Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Personnel & Training
Training Division

New Delhi dated the 14th June, 2010.

OFFICE MEMORANDUM

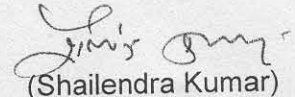
Subject: Workshop for officers of the level of Director and Deputy Secretary in the Government of India on preparing notes for consideration of the Cabinet/ Cabinet Committee – Tenth Workshop.

The undersigned is directed to refer to this Department's O.M. of even number dated 16th March, 2010 conveying the schedule of the workshops to be held in 2010-11 and to say that the Tenth workshop is being held on **13th and 14th July, 2010.**

2. All the Ministries/Departments are requested to nominate and relieve at least two available officers who have not attended the workshop so far, from their office. It may be ensured that the nominated officers are not recalled in between the workshop to attend to office matters.

3. The officers may be advised to report to Ms. Manisha Bhatnagar, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi – 110067 at **9.15 a.m. on 13th July, 2010.**

4. Confirmation of participation of the officers may please be sent to **Ms. Manisha Bhatnagar, Deputy Director, ISTM, New Delhi by 6th July, 2010,** with a copy to the undersigned.



(Shailendra Kumar)
Deputy Secretary to the Government of India
Tele No. 26165058

To

All Ministries / Departments of the Government of India.

Copy forwarded to:

(1) Ms. Manisha Bhatnagar, Deputy Director, Institute of Secretariat Training and Management, Administrative Block, JNU Campus (Old), New Delhi 110067.

(2) Shri K.L. Sharma, Director (Cabinet), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.

(3) Shri K.S. Kumar, Jt. Director, ISTM, JNU Campus (Old), New Delhi.