

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 15<sup>th</sup> July, 2010.

**OFFICE MEMORANDUM**

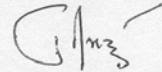
**Subject: Workshop for officers of the level of Director and Deputy Secretary in the Government of India on preparing notes for consideration of the Cabinet/ Cabinet Committee – Eleventh Workshop.**

The undersigned is directed to refer to this Department's O.M. of even number dated 16<sup>th</sup> March, 2010 conveying the schedule of the workshops to be held in 2010-11 and to say that the Eleventh workshop is being held on 10<sup>th</sup> and 11<sup>th</sup> August, 2010.

2. All the Ministries/Departments are requested to nominate and relieve from their offices at least two available officers who have not attended the workshop so far. 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 Shri. K.S. Kumar, Joint Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi – 110067 at 9.15 a.m. on 10<sup>th</sup> August, 2010.

4. Confirmation of participation of the officers may please be sent to Shri. K.S. Kumar, Joint Director, ISTM, New Delhi by 4<sup>th</sup> August, 2010, with a copy to the undersigned.



(Girish Chandra)

Under Secretary to the Government of India  
Tele No. 26166856

To

All Ministries / Departments of the Government of India.

Copy forwarded to:

- (1) Shri K.L. Sharma, Director (Cabinet), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
- (2) Shri. K.S. Kumar, Joint Director, Institute of Secretariat Training and Management, Administrative Block, JNU Campus (Old), New Delhi 110067.