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 D.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 Eleventh workshop is being held on 10th and 11th 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 10th August, 2010.

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

(Sirish 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.