

File No.12017/01/2010-Trg.I
Government of India
Ministry of Personnel, P.G. & Pensions,
Department of Personnel & Training
Training Division

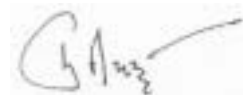
Block No.4, Old JNU Campus,
New Delhi-110067.
Dated : 17 January 2011

OFFICE MEMORANDUM

Subject: **17th** 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 –

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 seventeenth workshop is now being held on **17-18 February 2011** in place of 15-16 February 2011 notified in the above OM.

2. All the **Ministries/Departments** are requested to nominate and subsequently 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 Smt. **Manisha Bhatnagar**, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi – 110 067 at 9.15 a.m. on 17 February 2011.
4. Confirmation of participation of the officers may please be sent to Smt. **Manisha Bhatnagar**, Deputy Director, ISTM, New Delhi (Mob. 9810164318) by 10 February, 2011 with a copy to the undersigned.
5. This may be accorded 'Top Priority'.



(Girish Chandra)

Under Secretary to the Government of India
Tele No.26166856
e-mail: gc.dopt@gmail.com

To
All **Ministries/Departments** of the Government of India.

Copy forwarded to:

- i) Shri K.L. Sharma, Director (Cabinet), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
- ii) Smt. **Manisha Bhatnagar**, Deputy Director, Institute of Secretariat Training and Management, Administrative Block, JNU Campus (Old), New Delhi – 110 067. She is also requested to send a copy of feed back along with the list of participants on completion of **the** workshop.