

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 23rd March, 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.

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 inform that owing to the Parliament Session, the workshop scheduled for the month of April, 2010 has been pre-poned and will now be held on 6th and 7th April, 2010 instead of 13th & 14th April, 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 the ISTM, Administrative Block, JNU Campus (Old), New Delhi – 110067 at 9.15 a.m. on 6th April, 2010.

4. Confirmation of participation of the officers may please be sent to Director, ISTM, New Delhi by 29th March, 2010, with a copy to the undersigned.

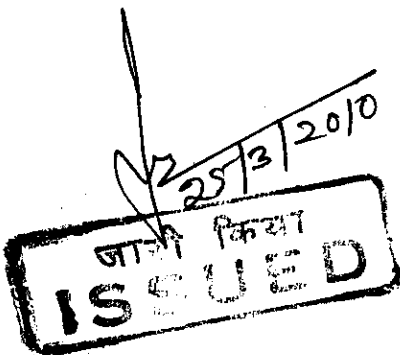

(Shailendra Kumar)

Deputy Secretary to the Government of India
Tele No. 26165058

To
All Ministries / Departments of the Government of India.

Copy forwarded to:

- (1) 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.




(Shailendra Kumar)
Deputy Secretary to the Government of India