

UPMA SRIVASTAVA

उपमा श्रीवास्तव

Joint Secretary (Training)

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MOST IMMEDIATE

भारत सरकार

कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नोर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL AND TRAINING
MINISTRY OF PERSONEL, PUBLIC GRIEVANCES
AND PENSIONS
BLOCK - IV, OLD JNU CAMPUS,
NEW MEHRAULI ROAD, NEW DELHI - 110067
<http://persmin.gov.in>

D.O.No.12017/01/2011-Trg.I

Dated 6th May, 2011

Dear Sir/Madam,

As you would be aware that with a view to enhance the capacity of the Ministries/Departments to write good quality and defect free Notes for consideration of the Cabinet/Cabinet Committees, on the directions from Cabinet Secretariat, workshops are being organized at Institute of Secretariat Training and Management, Old JNU Campus, New Delhi inter alia for the officers of the level of Director and Deputy Secretary in the Government of India.

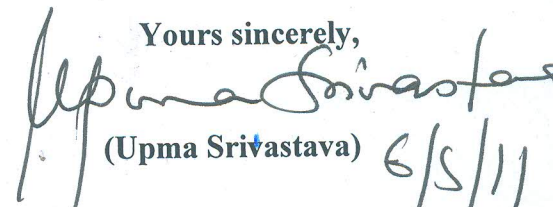
2. In order that the Ministries/Departments are able to plan nomination of officers of the level of Director/Deputy Secretary in the Workshop, an Office Memorandum was issued by the Training Division of the Department on 13th January, 2011 indicating in detail the Schedule of the Workshop planned to be held in 2011-12 and requesting all Ministries/Departments to nominate at least two available officers to the Workshop who have not attended the Workshop so far,

3. For the Workshop scheduled to be held on 10-11th May, 2011, except for receipt of nominations from Prime Minister's Office, Ministry of Home Affairs, Ministry of Environment and Forests, Department of Atomic Energy, Ministry of Power, Department of Personnel & Training, Ministry of Information and Broadcasting, Ministry of Agriculture, **nominations from other Ministries/Departments are still awaited.**

4. I would be grateful if you could kindly nominate and relieve at least two officers from your Ministry/Department for participation in the Workshop scheduled to be held on 10-11th May, 2011. In case nominations for the Workshop scheduled to be held on May 10-11, 2011 have been made, names of the officers nominated may be indicated to Shri K.K. Chug, Director (Trg.) on his e-mail address kk.chug@nic.in. / Smt. Manisha Bhatnagar, Dy. Director, ISTM on her e-mail address manisha@nic.in. I would like to emphasise that as per the directions of the Cabinet Secretariat, it is mandatory for the Director/Deputy Secretary in the Government of India to attend the Workshop.

with regards

Yours sincerely,


(Upma Srivastava) 6/5/11

Joint Secretary-in-charge of Administration – as per the list attached