

File No.12017/01/2011-Trg.1
Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Personnel & Training
Training Division

New Delhi dated the 13 January, 2011.

OFFICE MEMORANDUM

Subject: Workshop for the 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 inform that as per the Cabinet Secretary's instructions, it is mandatory for all officers of the level of Director and Deputy Secretary in the Government of India to attend the workshop being organised every month by the Institute of Secretariat Training and Management (ISTM) on preparing notes for consideration of the Cabinet/Cabinet Committee.

2. Schedule of the Workshops to be held in 2011-12 is as under:

Sl.No.	Month	Date	Coordinator
1.	April, 2011	19-20 April, 2011	Sh. Chandan Mukherjee, Deputy Director, Ph. 9810096900
2.	May, 2011	10-11 May, 2011	Smt. Manisha Bhatnagar, Deputy Director, Ph. 9810164318
3.	June, 2011	7-8 June, 2011	Sh. Satyajit Mishra, Joint Director, Ph. 26161375
4.	July, 2011	5-6 July, 2011	Sh. Chandan Mukherjee, Deputy Director, Ph. 9810096900
5.	August, 2011	9-10 August, 2011	Sh. K.S. Samarendra Nath, Joint Director, Ph. 26180589
6.	September, 2011	13-14 Sept., 2011	Sh. KS. Kumar, Joint Director, Ph. 9811259805
7.	October, 2011	11-12 October, 2011	Sh. KS. Samarendra Nath, Joint Director, Ph. 26180589
8.	November, 2011	8-9 November, 2011	Sh. Satyajit Mishra, Joint Director, Ph. 26561375
9.	December, 2011	13-14 December, 2011	Smt. Manisha Bhatnagar, Deputy Director, Ph. 9810164318
10.	January, 2012	10-11 January, 2012	Sh. Satyajit Mishra, Joint Director, Ph. 26161375
11.	February, 2012	14-15 February, 2012	Smt. Manisha Bhatnagar, Deputy Director, Ph. 9810164318
12.	March, 2012	13-14 March, 2012	Sh. Satyajit Mishra, Joint Director, Ph. 26161375

3. 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, for each workshop. **It** may be ensured that the nominated officers are not recalled **in-between** the workshop to attend t o office matters.

4. The officer may be advised to report the **Coordinator** of the **Workshop**, ISTM, Administrative Block, JNU Campus (**Old**), New Delhi – 110067 at 9.15 a.m. **on the first day of the Workshop.**

5. Confirmation of **participation** of the officers may please be sent directly to Coordinator (of the relevant workshop), ISTM, New Delhi by the **first week of the month** in which it is **being organised**, with a copy to the undersigned.



(Girish Chandra)

Under Secretary to the Government of India

Tele No. 26166856

Email ID: gc.dopt@gmail.com

To

All Ministries / Departments of the Government of India.

Copy forwarded to:

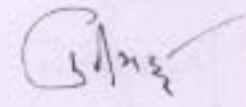
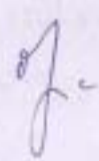
(1) Shri KL Sharma, Director (Cabinet), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.

(2) ISTM (Shri K. Govindarajulu, Deputy **Director(Coord.)**, Administrative Block, JNU Campus (**Old**), New Delhi 110067.

P1. Issued
w/k
17/1/2011

17/1

उत्प्रेषित
ISSUED



(Girish Chandra)

Under Secretary to the Government of India

Tele No. 26166856