

S.No. 2 (I)

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 16th 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 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 organized 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 2010-11 are as follows:

S.No.	Month and date	Coordinator
1.	13-14 April, 2010	Ms. Manisha Bhatnagar, Deputy Director (9810164318)
2.	11-12 May, 2010	Sh. Chandan Mukherjee, Deputy Director (9810096900)
3.	15-16 June, 2010	Sh. K.S. Kumar, Joint Director (9811259805)
4.	13-14 July, 2010	Ms. Manisha Bhatnagar, Deputy Director, (9810164318)
5.	10-11 August, 2010	Sh. K.S. Kumar, Joint Director (9811259805)
6.	14-15 September, 2010	Sh. Chandan Mukherjee, Deputy Director (9810096900)
7.	12-13 October, 2010	Ms. Manisha Bhatnagar, Deputy Director (9810164318)
8.	09-10 November, 2010	Sh. Chandan Mukherjee, Deputy Director (9810096900)
9.	14-15 December, 2010	Sh. K.S. Kumar, Joint Director (9811259805)
10.	11-12 January, 2011	Sh. Chandan Mukherjee, Deputy Director (9810096900)
11.	15-16 February, 2011	Ms. Manisha Bhatnagar, Deputy Director (9810164318)
12.	22-23 March, 2011	Sh. Chandan Mukherjee, Deputy Director (9810096900)

3. All the Ministries/Departments are requested to nominate and relieve at least two available officers who have not attended the workshop so far, for each workshop.

4. The officers may be advised to report to 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 the 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.



(Shailendra Kumar)
Deputy Secretary to the Government of India
Tele No. 26165058

To

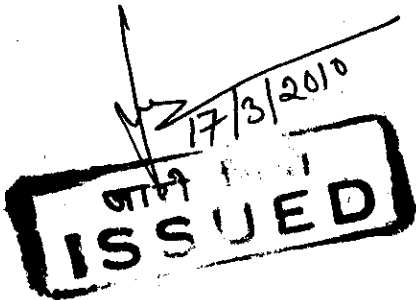
All Ministries / Departments of the Government of India.

Copy forwarded to:

- (1) ISTM (Shri M.P.Sethy, Additional. Director, 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



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