

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 : 7 February 2011

OFFICE MEMORANDUM

Subject: 17'' Workshop for **officers** of the level of Director and Deputy Secretary in the Government of India on preparing notes for consideration of the Cabinet I Cabinet Committee –

The **undersigned** is directed to refer to this Department's O.M. of even number dated 17 January 2011. It has now been decided to hold the workshop on 22-23 February, 2011 in place of 17-18 February 2011 **notified** in the above **O.M.**

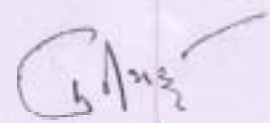
2. All the **Ministries/Departments** are **requested** to nominate and subsequently relieve from their offices at least two **available officers** who have not **attended the workshop so far**. It may be ensured that the nominated officers are not **recalled** in-between the workshop to attend to **office** matters.

3. The **officers** may be advised to report to Sh. Satyajit **Mishra** Joint Director, ISTM, **Administrative** Block, JNU Campus (Old), New Delhi – 110 067 at 9.15 a.m. on 22 February 2011.

4. Confirmation of participation of the officers may please be sent to Sh. **Satyajit** Mishra, Joint Director, ISTM, New **Delhi** (E-mail ID: Satyajit.mishra@nic.in, Mob. 9999137223, LL 26161375) by 15 February, 2011 with a **copy** to the undersigned.

5. This issues in partial **modification** of this **Office** OM dated 17 January 2011.

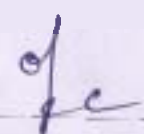
6. This may be accorded 'Top Priority'.



(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) Sh. Satyajit **Mishra**, Joint Director, Institute of Secretariat Training and Management, Administrative Block, JNU Campus (Old), New Delhi – 110 067. He is also requested to send a copy of feed back along with the **list** of participants on completion of the workshop.

Pl. J. Sharma
W/R
07/02/2011

7/2
जारी किया
ISSUED

1 copy sent to PPT
& 1 copy to MIC cell
for updation
W/R
07/02/11