

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

Old JNU Campus,  
Block IV, Fourth Floor,  
New Mehrauli Road,  
New Delhi-110067

01 November 2011

To

All Ministries/Departments of Govt. of India

Sub: Postponement of 2-day Workshop for Deputy Secretaries/Director on 'Preparation of Cabinet Notes for Cabinet/Cabinet Committees' from 8<sup>th</sup>-9<sup>th</sup> November, 2011 to 15<sup>th</sup>-16<sup>th</sup> November, 2011


Madam/Sir,

I am directed to refer to Training Division circular of even number dated 23<sup>rd</sup> March, 2011 and to say that the 2-day Workshop for Deputy Secretaries/Director on 'Preparation of Cabinet Notes for Cabinet/Cabinet Committees' originally scheduled from 8<sup>th</sup>-9<sup>th</sup> November, 2011 will now be conducted on **15<sup>th</sup>-16<sup>th</sup> November, 2011**.

2. Accordingly all the Ministries/Departments are hereby requested to kindly nominate officers for the above 2-day workshop, now re-scheduled for **15<sup>th</sup>-16<sup>th</sup> November, 2011** and also inform the nominated officers about the change of dates for 8<sup>th</sup>-9<sup>th</sup> November, 2011 to 15<sup>th</sup> - 16<sup>th</sup> November, 2011.

3. ISTM, New Delhi has already issued the re-scheduled circular to all Sponsoring Authorities.

Yours faithfully,

  
(K.K. Chug) 6/11/2011  
Director (Training)

Copy for information & n/a to:

1. Director, ISTM w.r.t. their letter No. A.33090/20/11-ISTM dated 27/10/2011
2. Shri K.L. Sharma, Director, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi