

Most Immediate

File No.12017/1/2009-Trg.I
Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Personnel & Training
Training Division

New Delhi dated the 27th January, 2010.

OFFICE MEMORANDUM

Subject: Fifth 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. Four workshops have already been conducted. The fifth workshop is being conducted on **16th to 17th February, 2010.**
3. The Cabinet Secretariat has expressed its displeasure at the trend of officers conveying their inability to join the training. All the Ministries/Departments are requested to nominate and relieve at least two available officers who have not attended the workshop so far, from their office.
4. The officers may be advised to report to **Shri Chandan Mukherjee**, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi – 110067 at **9.15 a.m. on 16th February, 2010.**
6. Confirmation of participation of the officers may please be sent to **Shri Chandan Mukherjee**, Deputy Director, ISTM, New Delhi (Telephone no. 26102597) by **10th February, 2010**, 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.