

MOST IMMEDIATE



भारत सरकार

Government of India

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

Institute of Secretariat Training & Management

कार्मिक एवं प्रशिक्षण विभाग

Department of Personnel & Training

प्रशासनिक ब्लॉक, ज०ने०वि० (पुराना) परिसर, JNU(Old) Campus,
ओलोफ पाल्मे मार्ग, नई दिल्ली-110067, Olof Palme Marg, New Delhi-110067
Telephone No. 26161375; Fax No. 26104183

06.03.2012

A.33090/06/2012-ISTM

To

The Sponsoring Authority (Col. 3 of Annex)

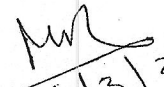
Subject: Postponement of Two-day's Workshop for Deputy Secretaries/Directors
on preparing notes for Cabinet/Cabinet Committee (13-14 March, 2012)

Madam/Sir,

The above cited two-day's workshop for Deputy Secretaries/ Directors on preparing notes for Cabinet/Cabinet Committee scheduled from 13 to 14 March, 2012 has been postponed due to commencement of Parliament Session.

2. The persons nominated for the above cited workshop will be trained along with other nominees in the two-day workshop scheduled to be held on 10 – 11 April, 2012. The workshop would be coordinated by Shri Chandan Mukherjee, Deputy Director, (Tel No. 26185312). The sponsoring authorities are accordingly requested to relieve these offices for the said workshop on 10th April, 2012. It is requested that the concerned officers may be intimated about the change well in time.

Yours faithfully,


6/3/2012
(Manisha Bhatnagar)
Deputy Director &
Course Coordinator
Tel. No. 26175590

Copy for information:-

1. Each of the officers listed in col. 2 of the Annexure.
2. Shri K.K. Chug, Director, DoPT, Training Division, Block No. IV, JNU Old Campus, New Delhi – 110067, with a request to have it uploaded on the website of DoPT.
3. Shri K.L. Sharma, Director, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi, for kind information.
4. PS to Director/PS to Additional Director
5. DD (Coord.)
6. AD (DKB) for uploading on the ISTM website.

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

Two days' Workshop for Directors/Deputy Secretaries on
Preparing Notes for Cabinet/Cabinet Committees
(13-14 March, 2012)

List of Participants

Sl. No.	Name, Designation and Official Address of the Participant	Sponsoring Authority
1.	Smt. Suniti Sharma Joint Direct (OL) M/o Commerce & Industry D/o Industrial Policy and Promotion Udyog Bhawan, New Delhi	Sh. L.K. Sharma Under Secretary M/o Commerce & Industry D/o Industrial Policy and Promotion Udyog Bhawan, New Delhi (No. A-33011/01/2010-E.I dt. 23.2.2012)
2.	Shri Ram Swarup Deputy Secretary (E.III & GA) M/o Water Resources Shram Shakti Bhavan, Rafi Marg, New Delhi	Sh. Arun Kumar Under Secretary M/o Water Resources Shram Shakti Bhavan, Rafi Marg, New Delhi (No. 11/3/2009-Coord. Dt. 1.3.2012)
3.	Shri. B.K. Gupta Finance Accounts Officer, CGWB M/o Water Resources New Delhi	-do-