

**No.12017/01/2011-Trg.I**  
Government of India  
Department of Personnel & Training  
Training Division

Old JNU Campus, New Delhi  
Dated the 10<sup>th</sup> May, 2011

**Subject : Preparation of Notes for the Cabinet/Cabinet Committees**

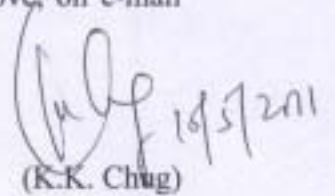
The undersigned is directed to say that with a view to enhance the capacity of the Ministries/Departments to write good quality and defect free Notes for consideration of the Cabinet/Cabinet Committees, on the directions from Cabinet Secretariat, workshops are being organized at Institute of Secretariat Training and Management, Old JNU Campus, New Delhi.

2. While various Ministries/Departments have been nominating officers for participating in the Workshop, at times, Training Division is required to follow up with the Ministries/Departments for seeking/confirming nominations for the aforesaid purpose.

3. In the above background, it has been decided to have :

- i. Names of officers of the level of Director/Deputy Secretary in your Ministry/Department;
- ii. Names of the Officers who are yet to attend the Workshop on Preparation of Notes for the Cabinet/Cabinet Committees being organized at Institute of Secretariat Training and Management;
- iii. Name/telephone number/fax number of Joint Secretary/Director/Deputy Secretary dealing with Administration in various Ministries/Departments who can be contacted for the aforesaid purposes or such other purposes as may be requiring their immediate attention

4. It is requested that this communication may be passed on to the concerned officer in your Ministry/Department for furnishing the details, as requested above, on e-mail [kk.chug@nic.in](mailto:kk.chug@nic.in)

  
(K.K. Chug)

Director

Tel. No.2610 7960

**All Ministries/Departments through personal staff of Secretaries**