

File No. 12017/01/2010-Trg.1  
Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training  
Training Division

New Delhi, 15 November 2010

OFFICE MEMO KANDLJM

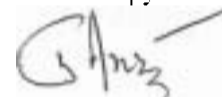
**Subject: 15<sup>th</sup> Workshop for officers of the level of Director and Deputy Secretary in the Government of India on preparing notes for consideration of the Cabinet / Cabinet Committee –**

The undersigned is directed to refer to this Department's O.M. of even number dated 16<sup>th</sup> March, 2010 conveying the schedule of the workshops to be held in 2010-11 and to say that the fifteenth workshop is being held on 14-15 December 2010.

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.

The officers may be advised to report to Shri K.S. Kumar, Jt. Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi – 110 067 at 9.15 a.m. on 14 December 2010.

Confirmation of participation of the officers may please be sent to Shri K.S. Kumar, Jt. Director, ISTM, New Delhi (Tel.No. 26108946; Mobl. 9811259805) by 7 December 2010 with a copy to the undersigned.



(Girish Chandra)

Under Secretary to the Government of India

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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) Shri K.S.Kumar, Jt. Director, Institute of Secretariat Training and Management, Administrative Block, JNU Campus (Old), New Delhi – 110 0 6 He is also requested to send a copy of feed back along with the list of participants on completion of the workshop.