

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

New Delhi, dated the 17 August, 2010.

OFFICE MEMORANDUM

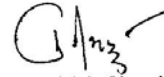
Subject: 12th Workshop for officers of the level of Director and Deputy Secretary in the Government of India on preparing notes for consideration of the Cabinet / Cabinet Committee –

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

2. 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.

3. The officers may be advised to report to Shri Chandan Mukherjee, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi – 110 067 at 9.15 a.m. on 14th September, 2010.

4. Confirmation of participation of the officers may please be sent to Shri Chandan Mukherjee, Deputy Director, ISTM, New Delhi by 7th September, 2010, with a copy to the undersigned.



(Girish Chandra)

Under Secretary to the Government of India
Tele No.26166856
e-mail: gc.dopt@gmail.com

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 Chandan Mukherjee, Deputy Director, Institute of Secretariat Training and Management, Administrative Block, JNU Campus (Old), New Delhi – 110 067. He is also requested to send a copy of feed back along with the list of participants on completion of the workshop.