

File No.12017/01/2011-Trg.I
Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Personnel & Training
Training Division

New Delhi dated 23 March 2011.

OFFICE MEMORANDUM

Subject: Workshop for the officers of the level of Director, Deputy Secretary, Under Secretary and Section Officer in the Government of India on preparing notes for consideration of the Cabinet/ Cabinet Committee –Annual Calendar for AM-2012-

In accordance with the instruction issued vide Cabinet Secretary's D.O. letter No. 1/3/8/2010-Cab. Dated 23.12.2010, it has been decided in consultation with the ISTM to finalise the following schedule of workshops for the officers of the level of Director, Deputy Secretary, Under Secretary and Section Officer in the Government of India:

2. Two day workshops for the officers of the level of Director and Deputy Secretary:

Sl.No.	Month	Date	Coordinator
1.	April, 2011	19-20 April, 2011	Sh. Chandan Mukherjee, Deputy Director, Ph. 9810096900
2.	May,2011	10-11 May, 2011	Smt. Manisha Bhatnagar, Deputy Director, Ph. 9810164318
3.	June, 2011	7-8 June, 2011	Sh. Satyajit Mishra, Joint Director, Ph. 26161375
4.	July,2011	5-6 July,2011	Sh. Chandan Mukherjee, Deputy Director, Ph. 9810096900
5.	August,2011	9-10 August,2011	Sh. K.S. Samarendra Nath, Joint Director, Ph. 26180589
6.	September,2011	13-14 Sept., 2011	Sh. K.S. Kumar, Joint Director, Ph. 9811259805
7.	October,2011	11-12 October, 2011	Sh. K.S. Samarendra Nath, Joint Director, Ph. 26180589
8.	November,2011	8-9 November, 2011	Sh. Satyajit Mishra, Joint Director, Ph. 26161375
9.	December,2011	13-14 December,2011	Smt. Manisha Bhatnagar, Deputy Director, Ph. 9810164318
10.	January,2012	10-11 January, 2012	Sh. Satyajit Mishra, Joint Director, Ph. 26161375
11.	February,2012	14-15 February,2012	Smt. Manisha Bhatnagar, Deputy Director, Ph. 9810164318
12.	March,2012	13-14 March, 2012	Sh. Satyajit Mishra, Joint Director, Ph. 26161375

(A) Half- Day Workshops on Cabinet Note for the officers of the level of Under Secretary:

Sl.no.	Date	Coordinator
1.	8 Apr 2011 (Half day) F/N	Sh. Chandan Mukherjee, Deputy Director, Ph.9810096900
2	6 May 2011 (Half day) F/N	Smt. Manisha Bhatnagar, Deputy Director, Ph. 9810164318
3	24 Jun 2011 (Half day) F/N	Sh KS Samrendra Nath,Joint Director, Ph. 26180589
4	15 Jul 2011 (Half day) F/N	Sh. K.S. Kumar, Joint Director, Ph. 9811259805
5	19 Aug 2011 (Half day) F/N	Sh. Chandan Mukherjee, Deputy Director, Ph.9810096900
6	9 Sep 2011 (Half day) F/N	Sh KS Samrendra Nath,Joint Director, Ph. 26180589
7	21 Oct 2011 (Half day) F/N	Sh. Satyajit Mishra, Joint Director,Ph. 26161375
8	25 Nov 2011 (Half day) F/N	Sh. Satyajit Mishra, Joint Director,Ph. 26161375
9	23 Dec 2011 (Half day) F/N	Sh. Satyajit Mishra, Joint Director,Ph. 26161375
10	27 Jan 2012 (Half day) F/N	Sh KS Samrendra Nath,Joint Director, Ph. 26180589
11	10 Feb 2012 (Half day) F/N	Sh. K.S. Kumar, Joint Director,Ph. 9811259805
12	9 Mar 2012 (Half day) F/N	Smt. Manisha Bhatnagar, Deputy Director, Ph. 9810164318

(B) Half -Day Workshops on Cabinet Note for the officers of the level of Section Officer:

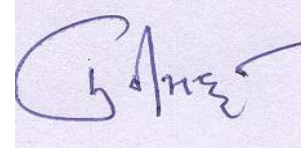
Sl.no	Date	Coordinator
1.	8 Apr 2011 (Half day) A/N	Sh. Chandan Mukherjee, Deputy Director, Ph.9810096900
2	6 May 2011 (Half day) A/N	Smt. Manisha Bhatnagar, Deputy Director, Ph. 9810164318
3	24 Jun 2011 (Half day) A/N	Sh KS Samrendra Nath, Joint Director, Ph. 26180589
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It is mandatory for all officers of the level of Director, Deputy Secretary, Under Secretary and Section Officer in the Government of India to attend the workshop being organised every month by the Institute of Secretariat Training and Management (ISTM) on preparing notes for consideration of the Cabinet/Cabinet Committee.

3. All the Ministries/Departments are requested to nominate and subsequently relieve at least two available officers for each workshop (who have so far not attended the workshop in case of Director/DS). The nominations should reach the respective Coordinator in ISTM at least two weeks before the date of the workshop for which the officers concerned are nominated.

4. The Officers may be advised to report to the Course Coordinator of the Workshop at ISTM, Administrative Block, JNU Old Campus, and New Delhi 110067 at 9.15 a.m. on the first day of the Workshop for Director/DS and 9.15 AM for Under Secretary and 2.15 PM for Section Officers on the day of the workshop. In respect of workshops for the officers of the level of Director/DS, it may be ensured that the nominated officers are not recalled in-between the workshop to attend to office matters.

5. Confirmation of participation of the officers may please be sent directly to Coordinator (of the relevant workshop), ISTM, New Delhi.



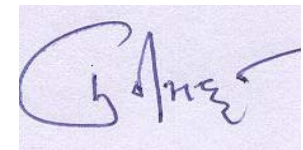
(Girish Chandra)
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To

All Ministries / Departments of the Government of India.

Copy forwarded to:

- (1) Shri K.L. Sharma, Director (Cabinet), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
- (2) ISTM (Shri K. Govindarajulu, Deputy Director (Coord.), Administrative Block, JNU Campus (Old), New Delhi 110067 with the request to kindly ensure compliance of the calendar in accordance with the instructions of Cabinet Secretariat referred to above. It is also requested that on completion of each workshop, a copy of the list of participants and a copy of the consolidated feedback may please be sent to the Training Division.



(Girish Chandra)
Under Secretary to the Government of India
Tele No. 26166856

