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भारत सरकार
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प्रशिक्षण प्रभाग
ब्लॉक-4, पुराना जेएनयू कैम्पस
नया महरौली रोड, नई दिल्ली-110067
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Training Division
Block-IV, Old JNU Campus
New Mehrauli Road,
New Delhi-110067
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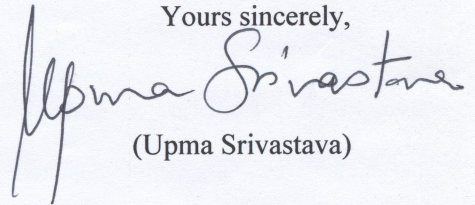
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Dear Joint Secretary

You may be aware that on the initiative of the Cabinet Secretariat, a 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 is regularly held every month in the Institute of Secretariat Training and Management. So far fourteen such workshops have been successfully conducted in ISTM. The 15th one is going to be conducted in ISTM on 14-15 December, 2010. The purpose of this workshop is to enable officers to draft cabinet notes competently and as per the instructions.

2. We have been requesting all the Ministries/Departments to nominate and subsequently relieve from their offices at least two available officers who have not attended the workshop so far. We have also been insisting on them to ensure that the nominated officers are duly relieved and not recalled in-between the workshop to attend the office matters.
3. I shall be grateful, if you could kindly nominate atleast two officers for the coming workshops in order to have adequate participation.

With regards

Yours sincerely,

(Upma Srivastava)

Joint Secretaries (Administration)
All Ministries/Departments of the Govt. of India
(Posted on website)