

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

Block No.4, Old JNU Campus,
New Delhi-110067.
Dated : 22February 2011

OFFICE MEMORANDUM

Subject: 18th 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 eighteenth workshop is going to be held on 22-23 March 2011.

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 Sh. Chandan Mukherjee, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi – 110 067 at 9.15 a.m. on 22 March 2011.
4. Confirmation of participation of the officers may please be sent to Sh. Chandan Mukherjee, Deputy Director, ISTM, New Delhi (Mob. 9810096900; E-mail ID: chandan@nic.in) by 15 March, 2011 with a copy to the undersigned.
5. **This may be accorded 'Top Priority'.**



(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) Sh. 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.