



भारत सरकार
Government of India
केन्द्रीय जल आयोग
CENTRAL WATER COMMISSION
प्रशिक्षण निदेशालय
Training Directorate


No.3/26/2017-Trg./ 7197 - 7206

Dated 27.10.2017

Subject:- Organizing two training course on Basic Computer Training Including MS office, Excel & Power Point etc including advance tools in MS office & Excel.

It is to inform that Chairman, CWC has approved for organizing the training course on **Basic Computer Training Including MS office, Excel & Power Point** etc. including advance tools in MS office & Excel during the year 2017-18. Accordingly, it is scheduled to be held in the Computer Room, Library Building, R.K. Puram, New Delhi during **13-14 November** and **27-28 November, 2017**. The course is planned for 20 officers at the level of AD-II, AD, D./Man, LDC/UDC etc.

In view of above, all the coordination Directorate are requested to **identify 7-8 officers** from each wing and send the same to this office latest by 03-11-2017 and 15-11-2017 respectively for both the program so as to obtain the approval of the Chairman, CWC.


27.10.2017
(रमेश कुमार)
निदेशक (प्रशिक्षण)

To

1. Director, D&R/RMC/WP&P, CWC, New Delhi.
2. Secretary, CWC / Director (TC)/Director (PCP)/ Director (Estt.I/II)/Director (Admn), CWC, New Delhi.

Copy to:

Junior Engineer (Training), CWC, New Delhi with a request to upload the circular on CWC website/Intranet portal.

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