



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




No.3/26/2019-Trg./6133-42

Dated 13.12.2019

Subject:- Organizing 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 a training course on "Basic Computer Training Including MS office, Excel & Power Point etc. including advanced tools in MS office & Excel" which is a part of approved Training Calendar during 2019-20 is scheduled to be held in the Computer Room, Library Building, R.K. Puram, New Delhi during **06-07 January, 2020**. The course is planned for 20 officers at the level of AD-II, JE/ D'Man/UDC/LDC etc.

It is requested that suitable nomination may be forwarded to this office with the approval of the Concerned Member/Chief Engineer (HRM) in respect of HRM Unit **by 20-12-2019** so as to obtain the approval of nomination by the Chairman, CWC.


(एस.के. सिन्हा)
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.