

Email

Saroj Sharma Sharma

Offline three days training programme on "MS-Excel" on 26th – 28th December, 2022 at ISTM, New Delhi

From : ISTM <noreply-istm@nic.in> Wed, Oct 19, 2022 04:42 PM
Subject : Offline three days training programme on "MS-Excel" on 26th – 28th December, 2022 at ISTM, New Delhi
To : estt gp1 <estt.gp1@mod.nic.in>
Reply To : ISTM <pandey.rakesh74@gov.in>

Date: 19/10/2022

Dear Madam/Sir,

Subject: Offline three days training programme on "MS-Excel" on 26th – 28th December, 2022 at ISTM, New Delhi

Institute of Secretariat Training & Management (ISTM) is an ISO 9000:2015 certified Central Training Institute (CTI) under Department of Personnel & Training. ISTM conducts foundation training and mid-career training programmes for officers of Central Secretariat Service and Central Secretariat Stenographers Service apart from specialised programmes for several other Government Services.

2. It is my privilege to inform you that ISTM will be conducting an offline three days training programme on "MS-Excel" on 26th – 28th December, 2022. The programme aims at developing the skills required for work in MS-Excel, especially on features that are used in government very frequently. We adopt a totally participative approach in training and the methodology would include Individual & Group Works and Exercise. A feedback will also be taken from the participants and will be shared with you on completion of the training programme.

4. A detailed circular for the training programme may be found on ISTM website at <https://www.istm.gov.in/home/circular> Nominations for the training programme may be filled and submitted at https://www.istm.gov.in/home/online_nomination_form

5. You may kindly nominate officers from your Ministry/Department/Organisation for this training programme latest by 24th November, 2022.

Yours sincerely,

Pandey Rakesh

Assistant Director & Course Director
Email ID: pandey.rakesh74@gov.in
Tel: 01126737520

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग
केन्द्रीय जल आयोग
प्रशिक्षण निदेशालय



Government of India
Ministry of Jal Shakti
Department of WR, RD&GR
Central Water Commission
Training Directorate

OFFICE ORDER

Sub: Nomination of CWC Officers in online Training Programmes /workshops/ conferences being organized by other agencies-reg.

In continuation of this office order No: **A-33022/70/2020-TRNG DTE/I/25567/2020 dated: 03.08.2020 (copy enclosed)**, it is reiterate **that** in addition for the events where there is no course fee involved, being organized offline or online by Institute of Secretariat Training & Management (ISTM), Ministry of Personnel, Public Grievances and Pension, Department of Personnel & Training (DoPT), the Officers of CWC with the approval of Chief Engineer Concerned may apply online at ISTM website for the events available on their training calendar with in the timeline for making application. The applications of officers so downloaded after registration may be consolidated at regional level and sent to the Training Directorate, CWC, New Delhi for record/taking further necessary action, if required.

2. Guidelines/ orders issued by the Ministry of Home Affairs, MoH&FW, DoPT and State Governments/UT Administrations/District authorities from time to time for preventive measures to contain the spread of COVID-19, to be followed scrupulously on all above events.

Signed by Venkateswarlu
E.

Date: 12-01-2022 18:11:55

Reason: Approved
(Venkateswarlu E.)

Dy. Director (Training)

Copy for kind information to:

1. PPS to Chairman, CWC, New Delhi.
2. PPS/PS to Member-WP&P/RM/D&R, CWC, New Delhi.
3. All the Chief Engineers of field Organisations/Head quarters of CWC.
4. Director, TC/D&R/WP&P/RM Coordination Dte./Finance/Adm/Est-I,II, CWC, New Delhi.
5. Secretary, CWC, New Delhi.



I/25567/2020

**Government of India
Central Water Commission
Training Directorate**

**NO. A-33022/70/2020-TRNG DTE/
03.08.2020**

Date:

Office Order

Due to COVID-19 pandemic situation, most of the Trainings/ Conferences/ Workshops/ Seminars, etc are being organized by different organizations through Online/ Distance Learning mode. It has been decided with the approval of Chairman, CWC that any CWC officer/staff interested to join such online events for which there are no participation/registration charges, may do so with the consent of his / her controlling officer, and the specific cases need not be sent to Training Directorate for approval of Chairman, CWC. The respective controlling officers may give necessary permission by ensuring that the required office work does not get hampered.

Signature Not Verified

Digitally signed by
VENKATESWARLU E.
Date: 2020.08.03 18:51:05
IST

(E.Venkateswarlu)
Dy. Director (Training)

Copy to:

1. Sr. PPS to Chairman, CWC, New Delhi.
2. Sr. PPS/PPS to Member RM/WP&P/D&R, CWC, New Delhi.
3. All the Chief Engineers, CWC.
4. Director (Co-ordination), RM/WP&P/D&R, CWC, New Delhi.
5. Secretary, CWC, New Delhi.
6. All the Directors/SEs, CWC.
7. All the staff of CWC
8. Steno(Trng Dte.) to upload this order on CWC website.