

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.

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**Workshop on Mentoring**

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**From :** ISTM <noreply-istm@nic.in>

Fri, May 26, 2023 10:16 AM

**Subject :** Workshop on Mentoring**To :** estt9-cwc@nic.in**Reply To :** ISTM <batra.ak@gov.in>**FILE NO. Y-16013/1/2023-ISTM**

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING &amp; MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL &amp; TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES &amp; PENSIONS

Dated : 22 May 2023

To

Secy. to the Govt. of India (All Ministries / Departments)

All Attached &amp; Subordinate Offices

All State Governments / All Union Territories

The Central Vigilance Commission / Election Commission of India / UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: Training Course/ Workshop on **Workshop on Mentoring (WOM-07)** to be conducted from **16 Aug 2023 to 18 Aug 2023**.

Sir/Madam,

I am directed to say that a training course / workshop "**Workshop on Mentoring**" will be conducted at this Institute from **16 Aug 2023 to 18 Aug 2023 (3 Days)**. Details of the objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I**.

2. Nomination form for the training course / workshop may be filled online at [http://www.istm.gov.in/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_form). It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax.

3. Only such officials should be nominated who can attend this programme on whole time basis. While making nominations the level and type of participants as indicated in **Annexure-I** may kindly be borne in mind. An officer who has already attended similar training course / workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **30 Jun 2023**.

4. Only such officials, whose nominations are accepted for the training course / workshop by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website [https://www.istm.gov.in/home/view\\_all\\_nomination\\_acceptance](https://www.istm.gov.in/home/view_all_nomination_acceptance) one month prior to commencement of the course and no separate communication by post would be issued.

**Enclosure: Annexure - I**

Yours faithfully,

Sd/-

(Ashwani Kumar Batra)

**Asstt Director & Course Director**

Email ID: [batra.ak@gov.in](mailto:batra.ak@gov.in)

Tel: 011-26737656

**Annexure - 1**

**WOM : Course information Sheet**

**Course Title : Mentoring Skills**

**Duration : Three Days (16 Aug 2023 to 18 Aug 2023)**

**Course Capacity : 24 Participants**

**Eligibility:**

Senior/middle level officers of ministries/ Departments of Central and State Governments, and its attached and subordinate offices. Trainers of Central/State Government/Public Sector

Training Institutions, national leaders and DoPT.

## Aim of the course:

The course aims to impart knowledge related to understanding of the concepts of mentoring and the skills to carry out the duties of mentor.

## Course Strategy:

The WOM course has two main features, Phase I consists of Distance learning providing the general background of the subject day workshop participants take up a design project, which is required to be submitted to their course tutors within one month for evaluation/assessment? On satisfactory completion of the project, successful completion certification will be awarded.

## Workshop Methodology:

- Practical learning activities through case study
- Individual and group activities
- Discussions
- Presentations by participants
- Giving and receiving feedback

## Course Fee:

The course is sponsored by Department of Personnel & Training (DoPT) thus no course fee is to be paid by the sponsors and it is residential.

## Hostel facilities:

ISTM has a modest hostel facility where rooms are available. The rooms are well cleaned and sanitized after following the Covid guidelines of GOI. Only course participants will be permitted to stay in the hostel. Participants are requested to apply online for hostel facility only after acceptance of their nomination.

**NOTE:** Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. [www.istm.gov.in](http://www.istm.gov.in). They may be relieved only after display of their name on the website of ISTM. **No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM [www.istm.gov.in](http://www.istm.gov.in) regularly.**

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प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),  
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067  
वेबसाइट / WEBSITE - <https://www.istm.gov.in>; टेलीफैक्स / FAX - 011-26104183; ई-मेल / E-Mail - [istm@nic.in](mailto:istm@nic.in)

