

I/14742/2020

Government of India  
Central Water Commission

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3rd Floor(S), Sewa Bhavan,  
R.K.Puram, New-Delhi 110066  
Dated: 22, January, 2020

**CIRCULAR**

Subject: Training Circular- reg.

Please find attached herewith two Training Circulars dated 22.1.2020 received from DoWR,RD&GR,M/o Jal Shakti under which trainings will be conducted by MGSIPA, Chandigarh & Institute of Management, Tiruvananthapuram.

2. Hence, all the eligible and interested officers may send their nominations to this section in the prescribed format(copy enclosed) through proper channel, as per information below:

Sl no.	Name of Workshop	Conducting Institute	Date of Training/Workshop & Venue	Eligibility Criteria	Last date of receipt of nomination in Estt-IX,CWC
1	MOP	MGSIPA, Chandigarh	24-28.2.2020, Chandigarh	SSA/Steno/ASO/PA/SO/PS	28.1.2020
2	MDP	Institute of Management, Tiruvananthapuram	2-6.3.2020, Tiruvananthapuram	ASO/SO/US	28.1.2020

The other detailed information may be seen in training circulars, circulated by DoWR,RD&GR(copy enclosed).

3. All officers are also advised to check their availability and other commitments before applying for a particular training. Only those officers, who have not undergone training during the current financial year, may apply for the above trainings.

Encl: As above

Signature Not Verified  
Digitally signed by JYOTSNA KAPUR  
Date: 2020.01.22 17:30:07 IST

(Jyotsna Kapur)  
Section Officer  
Tel-011-29583314

F-28/ST/Secy/12/1  
 No. 4/Dt. No. 2495  
 Date 22/1/2020

F. No. A. 33025/11/2018-Admn  
 Government of India  
 Ministry of Jal Shakti  
 Department of Water Resources RD & GR

Shram Shakti Bhawan, Rafi Marg  
 New Delhi, dated 22<sup>nd</sup> January, 2020

### TRAINING CIRCULAR

The following training programmes is conducted by Mahatma Gandhi State Institute of Public Administration, Chandigarh in the coming month:-

Sl.No.	Name of the Workshop	Conducting Institute	Date of Training/ Workshop & Venue	Eligibility Criteria	Last date of Receipt of Nominations
1.	Modern Office Practices	MGSIPA, Chandigarh	24 <sup>th</sup> -28 <sup>th</sup> February, 2020, Chandigarh	SSA/Steno/ASO/PA/ SO/PS	29.01.2020

2. Interested and eligible officers may send their nominations in the proforma provided overleaf through proper channel so as to reach Administration Section latest by date as mentioned above. Only those officers who have not undergone training during the current financial year may apply for the above training.

3. It is stated that no substitute will be provided for officers nominated for the said training. All officers are advised to carefully check their availability and other commitments before applying for a particular training.

*A. K. Kaushik*  
 (A.K. Kaushik)

Under Secretary to the Govt. of India  
 Tel.No. 23738126  
 Email: [usadmn-mowr@nic.in](mailto:usadmn-mowr@nic.in)

Copy to:

1. All Divisional Heads in the Department of Water Resources, RD & GR.
2. All Branch Officers/Section Officers of this Ministry.
3. Shri Vivek, Admn Section – for uploading on the Circular page of the intranet under Head 'Training'

*S. Anand*  
*22/1/2020*



Proforma for Training Nomination

To,

Under Secretary (Admn)  
MoWR, RD & GR  
Shram Shakti Bhawan  
New Delhi.

Subject - Nomination for Training Program.

Sir,

I wish to apply for the Training Program the details for which are given below:-

Training Program Details

Training Circular Number (File No.):-

Date of Training Circular:-

Training Topic -

Conducting Institute and Venue-

Duration of Training -

Last Training Program Attended by me -  
(Mention Training Topic & Duration)Recommendation of Reporting Authority

Name and Designation of Reporting officer -

Recommendation (Signature) of Reporting officer -

It is requested that I may be considered and nominated for the above Training Program.

Yours faithfully,

Name -

Designation/Posting -

Mobile Number -

E-Mail-id

(No substitute will be provided during the training period)

F. No. A. 33/1/2018-Admn.  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources RD & GR  
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Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 22<sup>nd</sup> January, 2020

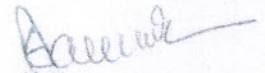
### TRAINING CIRCULAR

The following training programmes is conducted by Institute of Management, Government of Kerala in the coming month:-

Sl.No.	Name of the Workshop	Conducting Institute	Date of Training/ Workshop & Venue	Eligibility Criteria	Last date of Receipt of Nominations
1.	Management Development Programme	Institute of Management, Tiruvananthapuram	2 <sup>nd</sup> -6 <sup>th</sup> March, 2020, Tiruvananthapuram	ASO/SO/US	29.01.2020

2. Interested and eligible officers of Department (Sectt) may send their nominations in the proforma provided overleaf through proper channel so as to reach Administration Section latest by date as mentioned above. Only those officers who have not undergone training during the current financial year may apply for the above training.

3. As Parliament Session will be ongoing during the above training programme, the controlling Officers may please ensure relieving of officers for the above training before sending their nominations. It is also stated that no substitute will be provided for officers nominated for the said training. All officers are advised to carefully check their availability and other commitments before applying for a particular training.

  
(A.K. Kaushik)

Under Secretary to the Govt. of India

Tel.No. 23738126

Email: [usadmn-mowr@n.c.in](mailto:usadmn-mowr@n.c.in)

Copy to:

1. All Divisional Heads in the Department of Water Resources, RD & GR.
2. All Branch Officers/Section Officers of this Ministry.
3. Shri Vivek, Admn Section – for uploading on the Circular page of the intranet under Head 'Training'

*Pranand*

*22/1/2020*

Proforma for Training Nomination

To,

Under Secretary (Admn)  
MoWR, RD & GR  
Shram Shakti Bhawan  
New Delhi.

Subject – Nomination for Training Program.

Sir,

I wish to apply for the Training Program the details for which are given below -

Training Program Details

Training Circular Number (File No.)- \_\_\_\_\_

Date of Training Circular- \_\_\_\_\_

Training Topic - \_\_\_\_\_

Conducting Institute and Venue- \_\_\_\_\_

Duration of Training - \_\_\_\_\_

Last Training Program Attended by me -  
(Mention Training Topic & Duration) \_\_\_\_\_Recommendation of Reporting Authority

Name and Designation of Reporting officer - \_\_\_\_\_

Recommendation (Signature) of Reporting officer - \_\_\_\_\_

It is requested that I may be considered and nominated for the above Training Program

Yours faithfully

Name - \_\_\_\_\_

Designation/Posting - \_\_\_\_\_

Mobile Number - \_\_\_\_\_

E-Mail-Id \_\_\_\_\_

(No substitute will be provided during the training period)