

/13242/2019

Government of India  
Central Water Commission

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3rd Floor(S), Sewa Bhavan,  
R.K.Puram, New-Delhi 110066

Dated: 12<sup>th</sup> December, 2019

**CIRCULAR**

Subject: Training Circular- reg.

Please find attached herewith a Training Circular dated 9.12.2019 received from DoWR, RD&GR, under which trainings will be conducted by IIM Kolkata.

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

Name of Workshop	Conducting Institute	Date of Training	Eligibility Criteria	Last date of receipt of Nominations in Estt-IX section
Communication and Presentation Skills	IIM Kolkata	13.1.2020-17.1.2020	PA/ASO/PS/PPS	16.12.2019
Interpersonal Effectiveness and Leadership Excellence	IIM Kolkata	20.1.2020-24.1.2020	SO/US/DS/Director	16.12.2019
Personal Growth and Team Building	IIM Kolkata	17.2.2020-21.2.2020	SO/US/DS & equivalent officers	16.12.2019

3. All the officers are also advised to check their availability and other commitments before applying for a particular training.

Encl: As above

Signature Not Verified  
Digitally signed by JYOTSNA KAPUR  
Date: 2019.12.14 17:49:47 IST

(Jyotsna Kapur)  
Section Officer  
Tel-011-29583314



F. No. A. 33025/21/2017-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 9<sup>th</sup> December, 2019

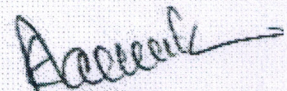
**TRAINING CIRCULAR**

The following training programmes are being conducted by Indian Institute of Management, Kolkata in the coming months:-

Sl.No.	Name of the Workshop	Conducting Institute	Date of Training/ Workshop & Venue	Eligibility Criteria	Last date of Receipt of Nominations
1.	Communication and Presentation Skills	IIM, Kolkata	13 <sup>th</sup> -17 <sup>th</sup> January, 2020, Kolkata	PA/ASO/PS/PPS	18.12.2019
2.	Interpersonal Effectiveness and Leadership Excellence	IIM, Kolkata	20 <sup>th</sup> -24 <sup>th</sup> January, 2020 Kolkata	SO/US/DS/Director	26.12.2019
3.	Personal Growth and Team Building	IIM, Kolkata	17 <sup>th</sup> -21 <sup>st</sup> February, 2020 Kolkata	SO/US/DS & equivalent officers	10.1.2020

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.

3. 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@nic.in](mailto:usadmn-mowr@nic.in)

Copy to:

1. All Divisional Heads in the Department of Water Resources, RD & GR.
2. US(E-IX), CWC, Sewa Bhawan, R.K. Puram, New Delhi.
3. 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



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)