

1/16128/2020

Government of India  
Central Water Commission  
Estt-IX

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3rd Floor(S), Sewa Bhavan,  
R.K.Puram, New-Delhi 110066  
Dated: 28 February, 2020

**CIRCULAR**

Subject: Training Circular- reg.

Please find attached herewith a Training Circular dated 27.2.2020 of DoWR,RD&GR,M/o Jal Shakti under which trainings will be conducted by Delhi Productivity Council in Udaipur during 16-3-2020 to 20-3-2020 .

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	of Conducting Institute	Date of Training/Workshop & Venue	Eligibility Criteria	Last date of receipt of nomination in Estt-IX,CWC
1	Moving towards Excellence	Delhi Productivity Council	16-20.3.2020, Udaipur	JSA/SSA/Steno/ASO/PA	3.3.2020

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

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 training .

Encl: As above

Digitally signed by RAHUL RANBIR SINGH  
Date: Fri Feb 28 17:21:58 IST 2020  
Reason: Approved

(Rahul Ranbir Singh)  
Director(Admn.)

Tel-011-29583449

F. No. A. 33025/11/2018-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 27<sup>th</sup> February, 2020


**TRAINING CIRCULAR**

The following training programmes is conducted by Delhi Productivity Council 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.	Moving towards Excellence	Delhi Productivity Council	16 <sup>th</sup> -20 <sup>th</sup> March, 2020, Udaipur	JSA/SSA/ASO/Steno/ PA	04.03.2020

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 Paliament Sesion 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. 23733126

Email: [usadm-mowr@nic.in](mailto:usadm-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. Sandeep Bharadwaj, Asst. Director(Training), DPC, Delhi.
4. 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)