

I/81281/2022

Government of India
Central Water Commission
Estt-IX

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

Dated: 4 January, 2022

CIRCULAR

Subject: Organization of One day Awareness workshop on preparing notes for consideration of Cabinet/Cabinet Committees for Deputy Secretaries/Directors through online mode- reg.

Please find attached herewith ISTM's e-mail dated 4.1.2022 on the above cited subject, scheduled as under:

Name of Workshop	Conducting Institute	Date of Training	Eligibility	Last date of receipt of Nominations in Estt-IX
Online One day Awareness workshop on preparing notes for consideration of Cabinet/Cabinet Committees	ISTM	14.1.2022	Deputy Secretaries /Directors	10.1.2022

2. Interested eligible officers may send their nominations, to this section, not later than 10.1.2022.

Encl: As above

Signed by R.mahalakshmi

Date: 04-01-2022 16:22:59

Reason: Approved

(R. Mahalakshmi)

Section Officer

Tel-011-29583314

189417/2022/ESTT-IX

Organisation of One day Awareness Workshop on Preparing Notes for Consideration



From: ISTM

January 4, 2022 11:26 AM

To: estt gpl-mod

Reply To: ISTM

Madam/Sir,

In Continuation of Circular of even number dated 13.10.2021, I am directed to say that Institute of Secretariat Training & Management will be conducting a One day Awareness Workshop on Preparing Notes for Cabinet/ Cabinet Committees through **Online** mode on 14th January, 2022 for Deputy Secretaries/ Directors of Central Government.

2. Details of the Programme and eligibility requirements are given at Annexure I. All Ministries/Department of Government of India are requested to nominate suitable Officers to attend the programme. The nominees may be advised to fill up the nomination forms online at <https://www.istm.gov.in/lms/registration> form. It may kindly be noted that it is mandatory to fill form online. The last date for receiving of online nominations has been extended to 13th January, 2022.

3. Name of selected candidates will be published on the website of ISTM. No individual communication of acceptance will be issued. Therefore, all sponsoring authorities are requested to ensure that only those candidates selected for the Programme are relieved to attend it, whose names are appearing on the ISTM website.

4. **Only such officials should be nominated who can attend this programme on whole time basis and having proper internet connectivity and Computer/Laptop facility.** 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.

5. There is no course fee for participants from Government Ministries/ Departments; Attached offices/ Subordinate offices. However, a Course fee of Rs.2,000/- per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector Undertakings. Bank draft/ Cheque to be drawn in favour of "PAO (DP & AR)", New Delhi.

Enclosure: Annexure - I

Yours faithfully,

(Vadali Rambabu)
Deputy Secretary & Course Director
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Mob: 9811646981

ANNEXURE-I

Course Code : **WPCN-1-35 (Online)**
Title : **Workshop on Preparing Cabinet Notes**
Duration : **One Day (14.01.2022)**

AIM OF THE Programme : To equip the participants with the knowledge of preparing Notes for the Cabinet/ Cabinet Committee.

Methodology : Input/ Discussion through **online** mode

ELIGIBILITY : Deputy Secretaries and Directors of Government of India

COURSE CAPACITY: The maximum number of participants that can be admitted to the Course is 50.

LAST DATE FOR RECEIVING NOMINATION: 13.01.2022