



F.No.A-33090/8/2009-ISTM (Coord.)
GOVERNMENT OF INDIA
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD)
OLOF PALME MARG, NEW DELHI-110067
Tele 26180589; Telefax 2610 4183,

Dated: 08/3/2011

To,
All Ministries/Departments
Government of India

Subject: Workshop for officers of the level of Under Secretary and Section Officer in the Government of India on preparing notes for consideration of the Cabinet / Cabinet Committee- regarding future training programme schedule

Sir / madam

I am directed to inform that as per the Cabinet Secretary's instructions, it is mandatory for all officers of the level of Under Secretaries and Section Officers in the Government of India to attend the workshop being organised every month by this Institute for consideration of the cabinet /Cabinet Committee. The workshops on Cabinet Note for Under Secretaries and Section Officers scheduled to be held in 2011-12 are slotted as per details given below:-

(A) Half a Day Workshops on Cabinet Note for Under Secretaries

Sl.no.	Date	Coordinator
1.	8 Apr 2011 (Half day) F/N	Sh. Chandan Mukherjee, Deputy Director, Ph.9810096900
2	6 May 2011 (Half day) F/N	Smt. Manisha Bhatnagar, Deputy Director, Ph. 9810164318
3	24 Jun 2011 (Half day) F/N	Sh KS Samrendra Nath, Joint Director, Ph. 26180589
4	15 Jul 2011 (Half day) F/N	Sh. K.S. Kumar, Joint Director, Ph. 9811259805
5	19 Aug 2011 (Half day) F/N	Sh. Chandan Mukherjee, Deputy Director, Ph.9810096900
6	9 Sep 2011 (Half day) F/N	Sh KS Samrendra Nath, Joint Director, Ph. 26180589
7	21 Oct 2011 (Half day) F/N	Sh. Satyajit Mishra, Joint Director, Ph. 26161375
8	25 Nov 2011 (Half day) F/N	Sh. Satyajit Mishra, Joint Director, Ph. 26161375
9	23 Dec 2011 (Half day) F/N	Sh. Satyajit Mishra, Joint Director, Ph. 26161375
10	27 Jan 2012 (Half day) F/N	Sh KS Samrendra Nath, Joint Director, Ph. 26180589
11	10 Feb 2012 (Half day) F/N	Sh. K.S. Kumar, Joint Director, Ph. 9811259805
12	9 Mar 2012 (Half day) F/N	Smt. Manisha Bhatnagar, Deputy Director, Ph. 9810164318

(B) Half a Day Workshops on Cabinet Note for Section Officers

Sl.no	Date	Coordinator
1.	8 Apr 2011 (Half day) A/N	Sh. Chandan Mukherjee, Deputy Director, Ph.9810096900
2	6 May 2011 (Half day) A/N	Smt. Manisha Bhatnagar, Deputy Director, Ph. 9810164318
3	24 Jun 2011 (Half day) A/N	Sh KS Samrendra Nath, Joint Director, Ph. 26180589
4	15 Jul 2011 (Half day) A/N	Sh. K.S. Kumar, Joint Director, Ph. 9811259805
5	19 Aug 2011 (Half day) A/N	Sh. Chandan Mukherjee, Deputy Director, Ph.9810096900
6	9 Sep 2011 (Half day) A/N	Sh KS Samrendra Nath, Joint Director, Ph. 26180589
7	21 Oct 2011 (Half day) A/N	Sh. Satyajit Mishra, Joint Director, Ph. 26161375
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11	10 Feb 2012 (Half day) A/N	Sh. K.S. Kumar, Joint Director, Ph. 9811259805
12	9 Mar 2012 (Half day) A/N	Smt. Manisha Bhatnagar, Deputy Director, Ph. 9810164318

3. All the Ministries/Departments are requested to nominate and relieve at least two available officers who have not attended the workshop so far for each workshop. The nominations should reach the respective Coordinator in ISTM at least two weeks before the date of the workshop.

4. The Officers may be advised to report to the Course Coordinator of the Workshop at ISTM, Administrative Block, JNU Old Campus, New Delhi- 110067 at 9.15 AM for Under Secretary and 2.15 PM for Section Officers.



(K Govindarajulu)
Dy Director (Coord)

Copy to:

1. Shri K. L. Sharma, Director, Cabinet Secretariat
2. Shri P. S. Sareen, Dy. Secretary, Training Division
3. JD (KSK), JD (KSN), JD (SM), DD(SM), DD (MB)
4. PS to Director
5. PS to Addl. Director