

SPEED POST



F. No. 33072/1/2011-ISTM
GOVERNMENT OF INDIA
INSTITUTE SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD)
OLOF PALME MARG, NEW DELHI-110067
(TEL. 26175590; TELEFAX: 26104183)

Dated: 07th December, 2011

To

The officers as per list attached (Col. 2 & 3)

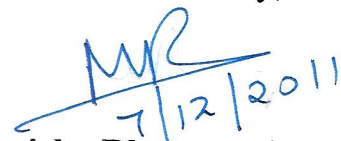
Subject: - Workshop on “**Communication Skills**” from 02 – 04 January, 2012– **Postponement regarding.**

...

Kindly refer to our letter of even number dated 30th November, 2011 regarding Course on “**Communication Skills**” scheduled from 02 – 04, January, 2012. The above scheduled course has been postponed. Inconvenience caused is regretted.

2. The dates for the next course will be declared through our next circular which will also be displayed on the website of ISTM. The nominations of persons in the enclosed list can be accepted for the next course.

Yours faithfully,


(Manisha Bhatnagar)
Deputy Director
9810164318[M]
Manisha@nic.in

TRAINING PROGRAMME ON "Communication Skills "
[02 to 04 January, 2012]

LIST OF NOMINEES

Sl. No.	Name, Designation & Office Address of the participant	Name & Address of Sponsoring Authority With Ref. No. & Date
1.	Shri Suresh Khatri Section Officer Armed Forces Tribunal Regional Bench, Jaipur Near Chinkara Gate, Sawai Jai Singh High Way Bani Park, Jaipur - 302016	Shri C P Singh Armed Forces Tribunal Regional Bench, Jaipur Near Chinkara Gate, Sawai Jai Singh High Way Bani Park, Jaipur - 302016 (AFT/RB/JP/Estt/F-11/2011/6724 dtd. 17.11.11)
2.	Shri Sarat Kumar Bhoi Section Officer DMPQT, Coast Guard Headquarters National Standard Complex New Delhi - 110001	Shri S K Bhoi Section Officer for Director General TATRAKSHAK MUKHYALAYA Coast Guard Headquarters National Standard Complex, New Delhi - 110001 (TR/0868/ISTM dtd.18.10.11)
3.	Shri Sanjeet Kumar Section Officer DMPQT, Coast Guard Headquarters National Standard Complex New Delhi - 110001	--do--
4.	Smt. Dr.(MRS.) R. R. Gupta Section Officer O/O JT. Chief Controller Explosives, Kendralya, C. G.O. Complex, 63/4 2 nd Floor, Sanjay Place, Agra-282002	Shri Keelash Kumar Chief Controller of Explosive /O JT. Chief Controller Explosives, Kendralya, C. G.O. Complex, 63/4 2 nd Floor, Sanjay Place, Agra-282002 (G - 2(1)General dtd. 17.08.2011)
5.	Smt. Krishna Angural Assistant Manager B. D. Bari	Shri Nitin R. Rai AGM (Vig, Legal & HRD) For General Manager Ministry of Defence Canteen Stores Department "Adelphi", 119, M. K. Road, Mumbai - 400020 (3/A-3/Legal/HRD-143/788 dtd. 22.07.2011)
6.	Smt. Jyoti Mamidi Assistant Manager Secunderbad	--do--
7.	Smt. K Balasubramanian Assistant Manager Srinagar	--do--
8.	Smt. Manju Chatterjee Assistant Manager Narangi	--do--
9.	Shri Daniel S. Jones Assistant Manager Kochi	--do--

10.	Shri A. Murugarasan Personal Assistant National Institute of Epidemiology 2 nd Avenue, Tamil Nadu Housing Board Ayapakkam, Chennai - 600077, India	Senior Administrative Officer (In-Charge) For Director National Institute of Epidemiology (Indian Council Of Medical Research) Dept. of Health Research Ministry of Health & Welfare Tamil Nadu Housing Board Ayapakkam, Chennai - 600077, India (NIE/Estt/ISTM/2011/912 dtd. 20.5.2011)
11.	Shri Rajinder Raina PAS. O National Institute of Plant Genome Reseach, Aruna Asaf Ali Marg New Delhi 110067	Shri Prof. Akhilesh Kumar Tyagi Director National Institute of Plant Genome Reseach (Department of Biotechnology, Ministry of Science & Technology), Aruna Asaf Ali Marg New Delhi 110067
12.	Shri M. K. Trivedi Controller of Explosives Petroleum & Explosives Safety Organisation, O/o Jt. Chief Controller of Explosives, East Circle, 8, Esplanade East, 1 st Floor, Kolkata - 700069	Shri Dr. D. J. Roy Dy. Chief Controller of Explosives Petroleum & Explosives Safety Organisation, O/o Jt. Chief Controller of Explosives, East Circle, 8, Esplanade East, 1 st Floor, Kolkata - 700069 (PESO/EC/KOL/HRD/2011-12 dtd. 13.04.2011)
13.	Shri Janardan Kumar DY. Controller of Explosives Petroleum & Explosives Safety Organisation, O/o Jt. Chief Controller of Explosives, East Circle, 8, Esplanade East, 1 st Floor, Kolkata - 700069	--do--
14.	Shri M.V. Guruprasad Assistant Manager Lucknow	Shri Nitin R. Rai AGM (Vig, Legal & HRD) For General Manager Ministry of Defence Canteen Stores Department "Adelphi", 119, M. K. Road, Mumbai - 400020 (3/A-3/Legal/HRD-143/788 dtd. 15.11.2011)
15.	Shri Paramjeet Singh Assistant Manager Ambala	-do-
16.	Shri Ramesh Chander Assistant Manager Pathankot	-do-
17.	Shri S.A. Worlikar Assistant Manager Mumbai Base	-do-
18.	Shri S.N. Jadhav Assistant Manager Jabalpur	-do-
19.	Shri P.K. Mandal Assistant Manager Bhatinda	-do-

20.	Shri Mudliar Saren Assistant Manager Ahmedabad	-do-
21.	Shri K. Daimari Assistant Manager Baghdogra	-do-
22.	Shri Ashendra Singh Controller of Explosives Petroleum and Explosives Safety Organisation "A" Block, 5 th Floor, CGO Complex, Seminary Hills, Nagpur - 440006	V.B. Minj Controller of Explosives (Admn) Petroleum and Explosives Safety Organisation "A" Block, 5 th Floor, CGO Complex, Seminary Hills, Nagpur - 440006 No. A-42016/12/11-Exp dt. 29.11.2011)