

**MOST IMMEDIATE**



**Government of India  
Institute of Secretariat Training & Management  
Department of Personnel & Training  
JNU(Old) Campus, Olof Palme Marg,  
New Delhi-110067  
Tel. 26161375; Fax No. 26104183**

**F. No. A.33090/26/2011-ISTM**

**Dated, the 09<sup>th</sup> December, 2011**

To  
The Sponsoring authorities (Col. 3 of Annex.)

**Sub: - 2-day workshop for Deputy Secretaries and Directors on  
'Preparing Notes for Cabinet/ Cabinet Committees'  
[13-14 December, 2011]**

Madam / Sir,

ISTM was scheduled to conduct a 2-day workshop for Deputy Secretaries / Directors on preparing notes for Cabinet / Cabinet Committees on December 13-14, 2011.

2. Due to paucity of nominations this workshop has been postponed. Conducting the workshop for less than adequate participants may not be appropriate considering the resources employed by ISTM and the time invested by the resource persons from the Cabinet Secretariat. Therefore, all the nominated participants have been informed over telephone about the postponement of the workshop scheduled on 13-14 December, 2011.

3. It has been decided that these nominees may now be trained along with other nominees in the 2-day workshop scheduled on **10-11 January, 2012**. The workshop would be coordinated by **Shri Satyajit Mishra, Joint Director (Tel. No. 26161375)**. The sponsoring authorities are accordingly requested to relieve these officers for the said workshop on 10 January, 2011. It is requested that the officers concerned may be intimated about the workshop well in time, say at least 5 working days in advance, with copy to the workshop Coordinator at ISTM.

Yours faithfully,

  
**(Satyajit Mishra)  
Joint Director**

Copy for information to :

1. Each of the officer listed in Col. 2 of the Annex.
2. Shri K.K. Chug, Director, DoPT, Training Division, Block No. IV, JNU Old Campus, New Delhi – 110067
3. Shri K.L. Sharma, Director, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi
4. PS to Director / PS to Additional Director
5. DD (Coord.)

  
**(Satyajit Mishra)  
Joint Director**

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

Two days Workshop on Preparation of Notes for Cabinet / Cabinet Committees  
(13-14 December, 2011)

LIST OF PARTICIPANTS

S.No.	Name of the Officer	Sponsoring Authority
1.	Shri Sudhir R.N., ADG in Technical Centre UIDAI, Bangalore	Sh. A.K. Sarkar Office of Deputy Director (Estt & Trg) Planning Commission Unique Identification Authority of India 2 <sup>nd</sup> Floor, Tower - I, Jeevan Bharti Building, Connaught Circus, New Delhi - 110001 (No. A-33022/2/2010-UIDAI dt. 29.07.2011)
2.	Smt. S. Padmaja ADG , Regional Office Hyderabad, UIDAI	-do-
3.	Sh. V.K. Gupta, Director D/o Commerce (Supply Division) Directorate General of Supplies & Disposals, Jeevan Tara, 5, Sansad Marg, New Delhi - 110001	Usha Rani Deputy Director (Admn.) D/o Commerce (Supply Division) Directorate General of Supplies & Disposals, Jeevan Tara, 5, Sansad Marg, New Delhi - 110001 (No. A-33025/1/2011/A-III dt. 15.11.2011)
4.	Sh. Hukum Singh Director (Library & Information) M/o Commerce & Industry D/o Industrial Policy and Promotion Udyog Bhawan, New Delhi.	L.K. Sharma Under Secretary M/o Commerce & Industry D/o Industrial Policy and Promotion Udyog Bhawan, New Delhi. (No. A-33011/01/2010-E.I dt. 30.11.2011)
5.	Sh. S.K. Thakur, Director (Finance) M/o Water Resources Shram Shakti Bhavan, Rafi Marg New Delhi	Sh. Arun Kumar Under Secretary M/o Water Resources Shram Shakti Bhavan, Rafi Marg New Delhi (No. 11/3/2009-Coord. dt, 02.12.2011)
6.	Sh. Dinesh Kumar Deputy Secretary M/o Heavy Industries and Public Enterprises D/o Heavy Industry (Admn. Section)	Sh. L.C. Ram Under Secretary M/o Heavy Industries and Public Enterprises D/o Heavy Industry (Admn. Section) Room No. 14, Udyog Bhavan Rafi Marg, New Delhi - 110001 (No. A.33025/2/2009-Admn. Dt. 29.06.2011)
7.	Sh. A.K. Mishra, Deputy Secretary M/o HUPA M/o Urban Development	Sh. Jitender Kumar Under Secretary M/o Urban Development Nirman Bhavan, New Delhi (No. A-33025/03/2009-Adm.1 dt. 05.12.2011)
8.	Smt. B.P. Sridevi Director (NURM - IV)	-do-