No. 12017/01/2011-Trg.I
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Division

Old JNU Campus,
Block IV, Fourth Floor,
New Mehrauli Road,
New Delhi-110067

01 November 2011

To

All Ministries/Departments of Govt. of India

Sub: Postponement of 2-day Workshop for Deputy Secretaries/Director on 'Preparation of Cabinet Notes for Cabinet/Cabinet Committees' from 8th-9th November, 2011 to 15th-16th November, 2011

Madam/Sir,

I am directed to refer to Training Division circular of even number dated 23rd March, 2011 and to say that the 2-day Workshop for Deputy Secretaries/Director on 'Preparation of Cabinet Notes for Cabinet/Cabinet Committees' originally scheduled from 8th-9th November, 2011 will now be conducted on 15th-16th November, 2011.

2. Accordingly all the Ministries/Departments are hereby requested to kindly nominate officers for the above 2-day workshop, now re-scheduled for 15th-16th November, 2011 and also inform the nominated officers about the change of dates for 8th-9th November, 2011 to 15th – 16th November, 2011.

3. ISTM, New Delhi has already issued the re-scheduled circular to all Sponsoring Authorities.

Yours faithfully,

(K.K. Chug)
Director (Training)

Copy for information & n/a to:

1. Director, ISTM w.r.t. their letter No. A.33090/20/11-ISTM dated 27/10/2011
2. Shri K.L. Sharma, Director, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi