To

The Sponsoring Authority (Col. 3 of Annex)

Subject: Postponement of Two-day’s Workshop for Deputy Secretaries/Directors on preparing notes for Cabinet/Cabinet Committee (13-14 March, 2012)

Madam/Sir,

The above cited two-day’s workshop for Deputy Secretaries/ Directors on preparing notes for Cabinet/Cabinet Committee scheduled from 13 to 14 March, 2012 has been postponed due to commencement of Parliament Session.

2. The persons nominated for the above cited workshop will be trained along with other nominees in the two-day workshop scheduled to be held on 10 – 11 April, 2012. The workshop would be coordinated by Shri Chandan Mukherjee, Deputy Director. (Tel No. 26185312). The sponsoring authorities are accordingly requested to relieve these offices for the said workshop on 10th April, 2012. It is requested that the concerned offices may be intimated about the change well in time.

Yours faithfully,

(Manisha Bhatnagar)
Deputy Director &
Course Coordinator
Tel. No. 26175590

Copy for information:-

1. Each of the officers listed in col. 2 of the Annexure.
2. Shri K.K. Chug, Director, DoPT, Training Division, Block No. IV, JNU Old Campus, New Delhi – 110067, with a request to have it uploaded on the website of DoPT.
3. Shri K.L. Sharma, Director, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi, for kind information.
4. PS to Director/PS to Additional Director
5. DD (Coord.)
6. AD (DKB) for uploading on the ISTM website.
## List of Participants

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name, Designation and Official Address of the Participant</th>
<th>Sponsoring Authority</th>
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<tbody>
<tr>
<td>1.</td>
<td>Smt. Suniti Sharma&lt;br&gt;Joint Direct (OL)&lt;br&gt;M/o Commerce &amp; Industry&lt;br&gt;D/o Industrial Policy and Promotion&lt;br&gt;Udyog Bhawan, New Delhi</td>
<td>Sh. L.K. Sharma&lt;br&gt;Under Secretary&lt;br&gt;M/o Commerce &amp; Industry&lt;br&gt;D/o Industrial Policy and Promotion&lt;br&gt;Udyog Bhawan, New Delhi (No. A-33011/01/2010-E.I dt. 23.2.2012)</td>
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<td>3.</td>
<td>Shri. B.K. Gupta&lt;br&gt;Finance Accounts Officer, CGWB&lt;br&gt;M/o Water Resources&lt;br&gt;New Delhi</td>
<td>-do-</td>
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