OFFICE MEMORANDUM

Subject: 17" Workshop for officers of the level of Director and Deputy Secretary
Government of India on preparing notes for consideration of the Cabinet
Committee –

The undersigned is directed to refer to this Department's O.M. of even number dated 17
2011. It has now been decided to hold the workshop on 22-23 February, 2011 in place February 2011
notified in the above O.M.

2. All the Ministries/Departments are requested to nominate and subsequently relieve from their
officers at least two available officers who have not attended the workshop so far. It may be ensured that
the nominated officers are not recalled in-between the workshop to attend to office matters.

3. The officers may be advised to report to Sh. Satyajit Mishra, Joint Director, ISTM, Administrative
Block, JNU Campus (Old), New Delhi – 110 067 at 9.15 a.m. on 22 February 2011.

4. Confirmation of participation of the officers may please be sent to Sh. Satyajit Mishra, Joint
Director, ISTM, New Delhi (E-mail ID: Satyajit.mishra@nic.in, Mob. 9999137223, LL 26161375) by 15
February, 2011 with a copy to the undersigned.

5. This issues in partial modification of this Office OM dated 17 January 2011.

6. This may be accorded 'Top Priority'.

(Girish Chandra)
Under Secretary to the Government of India
Tele No.26166856
e-mail: gc.dopt@gmail.com

Copy forwarded to:

i) Shri K.L. Sharma, Director (Cabinet), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
ii) Sh. Satyajit Mishra, Joint Director, Institute of Secretariat Training and Management,
JNU Campus (Old), New Delhi – 110 067. He is also requested to send a copy of feed back along with the list
of participants on completion of the workshop.

Copy issued on 07.02.2011.