To
The Joint Secretary (Admn),
All Ministries/Departments of the Government of India
(as per standard list)

Subject: One-Day Awareness Programme for officers of the level of Deputy Secretary / Director in the Government of India on preparing notes for consideration of the Cabinet/Cabinet Committee (WPCN-1) on 05/09/2014 – regarding

Madam/Sir,

I am directed to say that a One-Day Awareness Programme on Preparation of Notes for the Cabinet / Cabinet Committee (WPCN-1) for Deputy Secretaries/Directors of the Union Government was scheduled to be held at ISTM on 05/09/2014. However, due to insufficient nominations received from the Ministries/Departments, the aforesaid programme has been postponed. It is now re-scheduled on 19.09.2014.

2. In this context, reference is invited to the O.M. No. 1/3/8/2012-Cab, dated 26.08.2014 (copy enclosed) from the Cabinet Secretariat, addressed to all Secretaries to the Government of India, vide which each Ministry/Department has been advised to nominate at least one officer of the level of the Director/Deputy Secretary for the programme to be held on 19.09.2014.

3. You are requested to send nominations from your Ministry/Department to Shri Vadali Rambabu, Deputy Director & Course Director (Fax. 011-26104183) at the earliest.

Yours faithfully,

(Satyajit Mishra)
Joint Director
Tel. No. 261161375
Email: satyajit.mishra@nic.in
No. 1/3/8/2012-Cab.
Government of India (भारत सरकार)
Cabinet Secretariat (मंत्रिमंडल सचिवालय)
Rashtrapati Bhavan (राष्ट्रपति भवन)

New Delhi, the 26th August, 2014

OFFICE MEMORANDUM

Subject: Workshop on preparation of notes for the Cabinet/Cabinet Committees for Directors/Deputy Secretaries.

The Institute of Secretariat Training and Management (ISTM) has scheduled a workshop on "Preparation of notes for the Cabinet/Cabinet Committees" for Directors/Deputy Secretaries on 05.09.2014. However, due to insufficient nominations, ISTM is likely to reschedule the workshop to 19.09.2014.

2. It is requested that at least one officer of the level of Director/Deputy Secretary may be deputed for the workshop likely to be scheduled for 19.09.2014 at ISTM. The names of the deputed officers may please be sent to the ISTM (Fax No. 26104183) urgently.

(S.G.P. Verghese)
Director
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Fax: 23793504
E-mail: verghese.sgp@nic.in

All Secretaries to the Government of India (as per list)

Copy to: ISTM, (Attn: Shri Umesh Kumar, Director)
Old JNU Campus, New Delhi- 110067,
Tel No. 26185308

(S.G.P. Verghese)