

I/3071/2015

F.No. 5/20/2015-Admn.
Government of India
Ministry of Parliamentary Affairs

92, Parliament House,
New Delhi.
Dated: 3.11.2015

To,

Dr Manish K Jha, Joint Director
Institute of Secretariat Training & Management
JNU (Old) Campus, Old of Palame Marge
New Delhi 110067

Subject: Nomination of training of ISTM – reg.

I am directed to refer to Secretariat Training & Management courses Annual Calendar 2015 - 2016 and to state that the following Officers and Staff Member of this Ministry have been nominated for various training programmer as per details below:-

Sl.No	Course Title	Date	Proposed Name
1.	Workshop on Noting and drafting (Dealing Asstt/SOs)	9.11.15 to 10.11.15	1. Shri Arpit Tyagi, Asstt. 2. Shri Rahul Kr Agrawal, Asstt. 3. Shri Sanjit Kumar Das, Asstt. 4. Shri Jagvendra Niranjana, Asstt.
2.	Workshop on Pay Fixation (officer dealing with pay fixation)	18.11.15 to 20.11.15	1. Shri D. Choubey, US 2. Shri Kiran Kumar, SO 3. Shri Arpit Tyagi, Asstt.
3.	Gender issues	28.12.15 to 1.1.16	Shri R.C. Mohanty, DS(YP)
4.	Workshop on Team Building and Leadership (Gp A&B Gazetted Officers)	1.2.16 to 3.2.16	1. Shri Mukesh Kumar, US 2. Shri A.B. Acharya, US(I) 3. Shri Sharad Dwivedi, SO 4. Shri Rajan, SO
5.	Cash and Accounts (Asstt. or UDC with 5 years' service)	4.1.16 to 4.3.16	1. Shri Pankaj Kumar, Asstt.
6.	CSS level B Course (Asstt. with 4 years of service)	5.1.16 to 5.2.16	1. Shri Chandan Kumar, Asstt.
7.	Workshop on formulation of Budget (officer dealing with preparation of Budget)	28.1.16 to 29.1.16	1. Shri Mukesh Kumar, US 2. Shri R. K. Singh, SO
8.	Right To Information Public Information Officers (PIO/CPIO)	14.3.16 to 15.3.16	1. Shri A.K. Jha, US 2. Shri Anil Kumar, SO

The confirmation regarding acceptance may please be sent to this Ministry for further necessary action.

Yours faithfully,

(Mukesh Kumar)
Under Secretary to the Govt. of India
Tele No. 23034899