

No.1/3/8/2012-Cab.  
GOVERNMENT OF INDIA/BHARAT SARKAR  
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA  
RASHTRAPATI BHAWAN

New Delhi, the 13<sup>th</sup> September, 2019

**OFFICE MEMORANDUM**

**Subject: Workshops organized by the ISTM regarding preparing Notes for consideration of the Cabinet/ Cabinet Committees – deputation of Director/ Deputy Secretary/Under Secretary level Officers.**

The undersigned is directed to refer to this office O.M. of even no. dated 29.06.2018 on the above subject (copy enclosed) and to say that the Institute of Secretariat Training and Management (ISTM) has scheduled following awareness training programmes/workshops on "Preparation of Notes for Cabinet/Cabinet Committees".

Name of the Course	Date	Duration	Eligibility
WPCN 1	27.09.2019	One Day	Deputy Secretaries and Directors
WPCN 1	01.11.2019	One Day	Deputy Secretaries and Directors
WPCN 1	29.11.2019	One Day	Deputy Secretaries and Directors
WPCN 2	08.11.2019	One Day	Under Secretaries and Section Officers
WPCN 2	03.01.2020	One Day	Under Secretaries and Section Officers

2. It is, therefore, requested that all officers at Director/Deputy Secretary/Under Secretary/Section Officer level who have not attended such workshops in the past, may be deputed to the upcoming workshops/training programmes and their names be faxed to the Course Coordinator, ISTM [Shri Vadali Rambabu, Joint Director, Tel: 26161375, FAX no. 26104183, E-mail: ram.vadali@nic.in].

सचिव मंत्रालय  
Secretary Ministry of Comptroller  
रायरी No/Dy Cab-299490  
दिनांक/Date: 17/9

  
(Bhaskar Dasgupta)  
Director  
Tele: 2379 2204

All Secretaries to the Government of India.

N.O.O.

Copy to: ISTM, (Attn: Shri Vadali Rambabu, Joint Director), Old JNU Campus, New Delhi – 110067, with reference to letter No. A.33049/01/2016-ISTM dated 09.09.2019.

  
(Bhaskar Dasgupta)  
Director

CS - in meeting

C&MT

JSLAJ

  
17/9

  
18/9

DS(AD)

**No.1/3/8/2012-Cab.**  
**Government of India (Bharat Sarkar)**  
**Cabinet Secretariat (Mantrimandal Sachivalaya)**  
**Rashtrapati Bhavan**

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New Delhi, the 29<sup>th</sup> June, 2018

**OFFICE MEMORANDUM**

**Subject:- Workshops organized by Institute of Secretariat Training and Management (ISTM) regarding preparing Notes for consideration of the Cabinet/Cabinet Committee for consideration of the Cabinet/ Cabinet Committee- reg.**

The undersigned is directed to say that Institute of Secretariat Training and Management (ISTM), on the advice of this office, has been conducting workshops for Director/DS and US/SO level officers on preparation of Notes for Cabinet/Cabinet Committees. The ISTM has recently informed this office that participation in such workshops of late has been less than satisfactory.

2. The workshops conducted by the ISTM have immensely helped in improving the quality and clarity of Cabinet Notes. The participants in the workshop have also benefitted through a better understanding of Rules of Business in Government of India, process of inter-Ministerial consultations, and procedures to be followed while moving proposals for consideration of the Cabinet and its Committees.

3. It is, therefore, imperative that Ministries/Departments take full advantage of these workshops. You are requested to issue appropriate directions to ensure participation of all officers in your Ministry/ Department, up to the level of Director, in the said workshops being conducted by the ISTM.



**(Rajesh Bhushan)**  
**Additional Secretary**  
**Tele: 2301 2697**

To

**All Secretaries of Government of India.**

Copy to:

Smt. Sunita H. Khurana, Director, ISTM, Old JNU Campus, New Delhi-110067.