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 Secretarial Training and Management (ISTM) has scheduled following awareness training programmes/workshops on “Preparation of Notes for Cabinet/Cabinet Committees”.

<table>
<thead>
<tr>
<th>Name of the Course</th>
<th>Date</th>
<th>Duration</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>WPCN 1</td>
<td>27.09.2019</td>
<td>One Day</td>
<td>Deputy Secretaries and Directors</td>
</tr>
<tr>
<td>WPCN 1</td>
<td>01.11.2019</td>
<td>One Day</td>
<td>Deputy Secretaries and Directors</td>
</tr>
<tr>
<td>WPCN 1</td>
<td>29.11.2019</td>
<td>One Day</td>
<td>Deputy Secretaries and Directors</td>
</tr>
<tr>
<td>WPCN 2</td>
<td>08.11.2019</td>
<td>One Day</td>
<td>Under Secretaries and Section Officers</td>
</tr>
<tr>
<td>WPCN 2</td>
<td>03.01.2020</td>
<td>One Day</td>
<td>Under Secretaries and Section Officers</td>
</tr>
</tbody>
</table>

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].

(Bhaskar Dasgupta)
Director
Tele: 2379 2204

All Secretaries to the Government of India.

N.O.O.

(Bhaskar Dasgupta)
Director

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

****

New Delhi, the 29th 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.