

RAJYA SABHA SECRETARIAT

(TRAINING CELL)

Parliament House Annexe

New Delhi

No. RS.18(4)/2018-Trg

14th March, 2019

CIRCULAR

SUB: Management Development Programme at the National Centre for Good Governance, Mussoorie from 6th to 10th May 2019

It has been decided to organize a one-week residential 'Management Development Programme' at the National Centre for Good Governance, Mussoorie from 6 to 10 May 2019. The programme is meant for officers of the level of Executive Officer & equivalent and up to the level of Director & equivalent of this Secretariat.

2. Accordingly, officers who are interested in attending the said programme may forward their nominations (as per attached proforma), duly approved by their Secretary/Additional Secretary/Joint Secretary concerned, to the Training Cell latest by 29th March 2019. For considering the eligibility of nominations, the Guidelines for Domestic Training shall apply (Annexure 'A'). Nominations received shall be processed keeping in view the earlier training programmes attended by the respective officers including programmes on "Management Development" at other institutes.



(Arun Bakshi)

Under Secretary

To

**All Officers/ Sections/PAs/PSs,
Pay and Accounts Office, Rajya Sabha**

PROFORMA

1. **Name:**
2. **Designation:**
3. **Service/Section**
4. **Brief work Profile**

5. **Contact No. & e-mail ID**
6. **Details of Domestic/Overseas Training Programme attended during the last three years:**

