

To

Port Blair dated the 21st February, 2023.

The Chief Editor
'The Daily Telegrams,
Port Blair

Sub:- Publishing of News item - Reg.

Sir,

I am directed to request you to kindly publish the below mentioned 'News item' in the 'The Daily Telegrams' on 21st February, 2023

Yours faithfully


(Shailaja) 20/2/23

Assistant Secretary (AR&Trg.)
e-mail: asartrg@gmail.com
Tel : 232083; Fax: 232164

Copy to:-

1. The Director (IP&T), A&N Admn., Port Blair for kind information and necessary action please.

Assistant Secretary (AR&Trg.)

NEWS ITEM

Five days training programme on "**Vigilance & Disciplinary Proceedings Office Management including office Procedure, Noting & Drafting and Record Management**" with effect from 20th to 24th February, 2023 organized by the Administrative Reforms and Training Wing of the Administration in association with the Institute of Secretariat Training & Management (ISTM), Department of Personnel & Training, Govt. of India, New Delhi for Amalgamated Clerical Cadre working in various Department of this Administration.

The Assistant Secretary (Perl.), A&N Administration Shri A.Yesu Raj has inaugurated the training programme on 20th February, 2023 at 09.30 AM in the Conference Hall of Directorate of Industries, Middle Point, Port Blair.