

F.No.3-19/2023/
अंडमान तथा निकोबार प्रशासन

**TRAINING
OUT-AT-ONCE**

**Andaman and Nicobar Administration
सचिवालय/Secretariat**

Port Blair dated the 24th Februray,2023

To

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 25th February, 2023.

Yours faithfully


Assistant Secretary (AR&Trg.)
e-mail: asartrg@gmail.com
Tel : 232083; Fax: 232164
24/2

NEWS ITEM

The Secretary (AR & Trg.), A&N Administration Shri Sanjay Kumar Jha graced today the valedictory session of 05 days training programme through online mode on the subject "**Vigilance & Disciplinary Proceedings, Office Management including Office Procedure, Noting , Drafting and Record Management**" from 20th to 24th February, 2023 in the Conference Hall of Directorate of Industries, Middle Point, Port Blair. The Peripatetic Training programme was organized by the Administrative Reforms and Training Wing of Administration in association with the Institute of Secretariat Training & Management (ISTM), Department of Personnel & Training, Govt. of India, New Delhi for the Amalgamated Clerical Cadre working in various Department of Administration. This training is a pre-requisite for the promotion of the members of amalgamated Clerical Cadre working in various departments. Conclusion this training will pave the way for promotion of these officials.

Beside one more online Peripatetic Training Programme will be conducted in the Conference Hall of Directorate of Industries, Middle Point, Port Blair on 13th to 17th March, 2023 in association with ISTM, New Delhi for the benefit of the members of amalgamated Clerical Cadre working in various departments.