

TRAINING OF MINISTERIAL STAFF ON NOTING AND DRAFTING 30 & 31 JULY 2014



Under the capacity building programme to improve the efficiency of employees, training of ministerial staff on the topic “Noting and Drafting” was held in this Institute on 30th and 31st July 2014. Sh. I.B. Kumar Account Officer taught this topic. Total of 58 participants benefitted from this training. These included five women staff, five persons from regional research stations, Jaisalmer, Pali and Bikaner and remaining from CAZRI, head quarter itself. Twenty four participants attended training on 30th July 2014 and 34 participants on 31st July. The training was held from 10 AM to 1 PM each day.

Following topics were covered in this training

1. Dak Management
2. Filing Systems
3. Noting and IT Procedures and Principles
4. Communication of Decision/Procedures and Principles of Drafting
5. Monitoring/Following up of Works
6. Record Management

After the end of training each day a feedback was collected from the participants. As per feedback, the training was widely liked by all the participants and everybody wanted this training to be of longer duration. All participants found this training to be very useful in the discharge of their duties.