

M-04/0001/2016-DPE (MoU)  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises  
(MoU) Division

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Public Enterprises Bhavan  
Block No. 14, CGO Complex  
Lodhi Road, New Delhi-110003

Dated: 23<sup>rd</sup> December, 2016

**OFFICE MEMORANDUM**

Subject: Workshop on Capacity Building of CPSEs on MoU.

Department of Public enterprises proposes to organize one day workshop for CPSEs & Administrative Ministry on Capacity Building of CPSEs for MoU 2017-18 and to discuss issues related to MoU guidelines and preparation of Draft MoU by CPSEs & Administrative Ministries at the following mentioned places. The venue will be intimate as soon as it is finalize.

Sr.No.	Place	Date of Workshop
1	Vishakhapatnam	05/01/2017
2	Mumbai	11/01/2017

2. It is requested that concerned JS, Chief Executive Officer and Director (F) of CPSEs under your administrative control may be requested to attend workshops. The names of officers from administrative ministry/ Department and CPSEs who will attend the workshops may be informed to DPE by 29<sup>th</sup> December, 2016.

  
(Mukesh Kumar Gupta)  
Director (MoU)  
Tel. Fax: 2436 0841  
E-mail: [mou-dpe@nic.in](mailto:mou-dpe@nic.in)

Encl: Tentative Schedule.

To,

The Secretary, (As per list) of Administrative Ministry / Department.

Copy to: - (i) CMD's as per list.  
(ii) CMD, HPCL- for providing venue at Vishakhapatnam.  
(iii) CMD, BPCL- for providing venue at Mumbai.

*Tentative Schedule for*

**Workshop on Capacity Building on MoU 2017-18**

*5<sup>th</sup> January, 2017*

<b>Timings</b>	<b>Session</b>
10.00 AM-10.30 AM	Registration & Tea
10.30 AM-10.40 AM	Welcome address by Shri S.K.Goyal, Adviser (MoU).
10.40 AM-11.00 AM	Address by Secretary, DPE
11.00 AM-12.00 PM	Presentation on MoU guidelines 2017-18 by Shri S.K.Goyal, Adviser (MoU).
12.00 PM -01.00 PM	Question & Answer
01.00 PM- 02.00 PM	Lunch
02.00 PM- 02.45 PM	Presentation on learning MoU Evaluations 2015-16 & on MoU 2016-17 by Shri M.K.Gupta, Director (MoU).
02.45 PM- 03.30 PM	Feedback from participants and question-answer session
03.30 PM- 04.00 PM	Tea