

मानव संसाधन प्रबंधन एकक
भारतीय कृषि अनुसंधान परिषद
कृषि अनुसंधान भवन- II, नई दिल्ली

F.No. HRM-3(25)/2021-KAB. **145**

Dated:- 06 September, 2021

OFFICE MEMORANDUM

Subject:- Online workshops being conducted by ISTM, New Delhi during November, 2021 reg

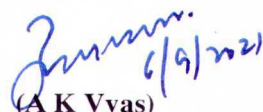
The Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, GoI, New Delhi has invited nominations for following online workshops to be conducted during November, 2021:

S. No.	Online workshops	Date and Duration	Eligible Officials
1	Workshop on "Emotional Intelligence" (WEI-08)	01-03 November, 2021 (3 days)	Section Officer and above
2	Workshop on "Drafting of Request for Proposal" (D-RFP-01)	5 November, 2021 (01 day)	Under Secretaries and section Officers
3	Workshop on "Budget Formulation and Implementation" (B-FI-02)	15 November, 2021 (01 day)	Group "A" and "B" Officers

The aim of the Workshop at S. No. 1 is to enable the participants appreciate the practical applications of emotional Intelligence; of workshop at S.No 2 is to equip the participants with the knowledge and skills for preparing "Request for Proposal" for procurement of Goods and Services for the Organization and for workshop at S.No. 3 is to develop skills required for Budget formulation and Implementation.

The Officers who have proper internet connectivity and computer/Laptop facility can attend the online Workshops on whole time basis. It is also desired by the Institute to send one or two relevant nominations for each workshop. The Officers who need to attend above workshops may send their nominations in the prescribed nomination form through proper channel (**HRD Nodal Officers of the concerned Institutes**) to HRM Unit, ICAR HQs latest by **16.09.2021** (for all the programmes) for onward transmission to ISTM, New Delhi. The Nomination Form may be downloaded from ICAR website under **Col. Circular/HRM Unit**. The nomination form is also enclosed here. The nomination may not be sent online directly to ISTM until it is approved by the Council.

The Officers who have already attended the workshops need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by ISTM, New Delhi. The participation in the above workshops will be subject to acceptance of nomination by ISTM, New Delhi and also further orders from the Council.


(A K Vyas)

ADG (HRM) &

Training Manager, ICAR

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Distribution:-

1. All Officers/ Sections of ICAR HQs at KB/KAB-I&II/ NASC, New Delhi
2. All HRD Nodal Officers of the ICAR Institutes
3. E-office Notice Board
4. ICAR Portal/ HRM Portal
5. Guard File



Institute of Secretariat Training & Management

Online Nomination Form

Participants Login

*Select Course

Select Course ▼

*Have you previously attended any course at ISTM?

☐ Yes ☒ No

*Mobile No.

+91

*First Name

Select title ▼

Middle Name

*Last Name

Name in Hindi

* Father's / Spouse's / Mother's /
Guardian's name

*Gender

Select Gender ▼

*Category

Select Category ▼

*Differently Abled

☐ Yes ☒ No

*Date of Birth

* Educational Qualification

* Service

Select Service ▼

* Designation / Rank

Select Designation / Rank ▼

*Level of Pay Matrix

Select Level ▼

*Date of Joining Service

* Date of Joining Current Post

* Brief Service Particulars

ORGANISATION DETAILS

* Organisation Name

* Organisation Type

Select Organisation Type ▼

* Organisation Email

*Organisation Phone

* Organisation Street Address

* Organisation City

*Organisation Pincode

* Organisation State

Select Organisation State ▼

PERSONAL / RESIDENCE DETAILS

Aadhaar Number

*Email

* Street Address

* City

* Pincode

*State

Select Residence State ▼

OTHER DETAILS

* Emergency Contact Details

*How the training is likely to benefit
the nominee as well as the
organisation (in 2 lines).

5/6/2019

Online Nomination Form | Institute of Secretariat Training & Management | Govt. of India

Whether Hostel Accommodation is required

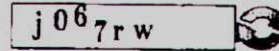
☒ Yes ☐ No

*I certify that the above information is correct

(Checked = Yes; Unchecked = No;)

This form is to be filled by the candidate and submitted to the District Training Officer (D.T.O.) for forwarding to the Institute of Secretariat Training & Management (ISTM), New Delhi.

Enter Image Characters



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