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भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

दिनांक / Date: 10<sup>th</sup> December ,2020

To

All Ministries / Departments of Govt. of India  
All Attached & Subordinate Offices  
All State Governments / All Union Territories  
The Central Vigilance Commission / Election Commission of India / UPSC  
All Public Sector Undertakings / All Autonomous Bodies

Subject: Workshop on “**Noting & Drafting**” to be conducted through online mode from **15<sup>th</sup> March to 17<sup>th</sup> March, 2021 (03 days)**.

Sir/Madam,

I am directed to say that an **online workshop** on “**Noting & Drafting**” will be conducted at this Institute from **15<sup>th</sup> March to 17<sup>th</sup> March, 2021 (03 days)**. Details of the objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I**.

2. “**Nomination form**” for the workshop may be filled online at <https://www.istm.gov.in/lms/registration>. It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring letters may be sent separately by Email / Fax.

3. **Only such officers should be nominated who can attend this programme on whole time basis and having proper internet connectivity and Computer/Laptop facility.** While making nominations, the level and type of participants as indicated in **Annexure-I** may kindly be borne in mind. An officer who has already attended similar training course / workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respects should reach the undersigned latest by **20<sup>th</sup> February, 2020**

Yours faithfully

sd/-

(Pramod Kumar Jaiswal)

Deputy Director & Course Director

Email. [Pk.jaiswal@nic.in](mailto:Pk.jaiswal@nic.in)

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वेबसाईट / WEBSITE – <https://www.istm.gov.in>; टेलीफैक्स / FAX – 011-26104183; ई-मेल / E-Mail – [istm@nic.in](mailto:istm@nic.in)

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## ANNEXURE-I

**COURSE INFORMATION SHEET**

**Code** : WND--40 (Online)  
**Title** : Workshop on Noting & Drafting  
**Duration** : **03 Days** (From 15<sup>th</sup> March to 17<sup>th</sup> March, 2021)

**1. OBJECTIVES OF THE COURSE:** At the end of the programme, the participants will be able to:-

- Apply functional approach to noting; and Draft an appropriate and
- Effective communication in a given situation.

**2. METHODOLOGY**

The programme will be organised on highly participative basis. The training methods will, therefore, include lecture discussion, group discussion and case studies. Discussion on actual problems faced in dealing with specific cases.

**3 ELIGIBILITY CONDITION** - The programme is meant for Section Officers/Dealing Assistants.**4. COURSE CAPACITY : 40 - 50****5. COURSE FEE AND OTHER EXPENSES:**

Capitation fee of Rs.3,000/- per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course. Capitation fee is required to be paid through a Crossed Cheque/Bank Draft in favour of **“PAO (DP & AR)”, New Delhi**. The capitation fee may be sent by speed post in advance after the participation is confirmed and communicated to the participants before the commencement of the course. If the capitation fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation. There is no Capitation fee for the officers of Central Govt./ State Govt./UT Administration and its Attached / Subordinate offices.

**6. HOSTEL ACCOMMODATION:**

Since the course will be held through online mode and participants will be attending the course from their respective offices/home, hostel accommodation will not be required.

**NOTE:** Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. [www.istm.gov.in](http://www.istm.gov.in). They may be relieved only after display of their name on the website of ISTM. **No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM [www.istm.gov.in](http://www.istm.gov.in) regularly.**