

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

F.No. HRM-3(4)/2020-KAB. /69

Dated: 16 March, 2020

**OFFICE MEMORANDUM**

**Subject:- Training Course/ Workshops being conducted by ISTM, New Delhi during 2020-21.**

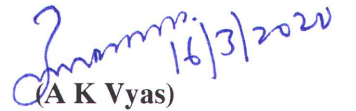
The Institute of Secretariat Training and Management (ISTM), New Delhi has invited nominations for the following Training Course/ Workshop during 2020-21:-

S. No.	Training Course/ Workshop	Date and Duration	Eligibility Condition
1	Training Course/ Workshop on Establishment Rules-1	18-22 May, 2020 (1 week)	Assistant Section Officer, Section Officer and equivalent level Officer
2	Training Course/ Workshop on Ethics and Values in Public Governance	11-13 May, 2020 (3 days)	Section Officer and above level Officer

The aim of the workshop at S. No. 1 is to acquaint participants with the knowledge of Administrative rules like Inputs on Framing/Amending of RRs, Principles of Seniority, Probation and confirmation, DPC Procedure etc. and the aim of Workshop at S. No. 2 is to develop the concept of framework of ethical governance, concept of inner governance, importance of values for good governance, non-violent communication, self-introspection for inculcating values, power of one, environment and you etc.

The Officers who need to attend above Workshops may send their nomination in the prescribed nomination form through proper channel to HRM Unit, ICAR HQs latest by **23.03.2020** for both of the workshops as per ATP 2020-21 for onward transmission to ISTM, New Delhi. The Nomination Form may be downloaded from ICAR website under **Col. Circular/HRM Unit** and e-office notice board. The nomination may not be sent online directly to ISTM until it is approved by the Council.

The Officers who have already attended the above mentioned Workshop 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**

E-mail:- [adghrm.icar@gmail.com](mailto:adghrm.icar@gmail.com); [sohrm2018@gmail.com](mailto:sohrm2018@gmail.com);

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
5. HRMS Portal
6. Guard File



# Institute of Secretariat Training & Management

## Online Nomination Form

Participants 1 of 1

\*Select Course

\*Have you previously attended any course at ISTM?  Yes  No

\*Mobile No.

\*First Name  Middle Name  \*Last Name

Name in Hindi  \* Father's / Spouse's / Mother's / Guardian's name

\*Gender  \*Category

\*Differently Abled  Yes  No

\*Date of Birth  \* Educational Qualification

\* Service  \* Designation / Rank

\*Level of Pay Matrix

\*Date of Joining Service  \* Date of Joining Current Post

\* Brief Service Particulars

### ORGANISATION DETAILS

\* Organisation Name  \* Organisation Type

\* Organisation Email  \*Organisation Phone

\* Organisation Street Address

\* Organisation City  \*Organisation Pincode

\* Organisation State

### PERSONAL / RESIDENCE DETAILS

Aadhaar Number  \*Email

\* Street Address

\* City  \* Pincode

\*State

### OTHER DETAILS

\* Emergency Contact Details

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

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 Institute of Secretariat Training & Management, Govt. of India. The form is to be filled in the prescribed manner and submitted to the Institute of Secretariat Training & Management, Govt. of India.

Enter Image Characters

