

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

F.No. HRM-3(2)/2019-KAB./275

Dated: 22 November, 2019

**OFFICE MEMORANDUM**

**Subject:- Workshops being conducted by ISTM, New Delhi during 2019-20.**

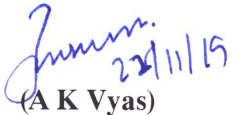
The Institute of Secretariat Training and Management (ISTM), New Delhi has invited nominations for the following Workshop during 2019-20:

S. No.	Workshop	Date and Duration	Eligibility Condition
1	Workshop on Administrative Vigilance: Role of IO/PO	03-07 February, 2020 (5 days)	Assistants, Section Officers and above Officers dealing with the subject
2	Workshop on MS-Access	10-12 February, 2020 (3 days)	Officers and staff

The aim of the workshop at S. No. 1 is to develop the skills required for functioning as Inquiry and Presenting Officers and the aim of Workshop at S. No. 2 is to develop the skills required to work in MS-Access

The Officials 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 **04.12.2019** for both of the workshops as per ATP 2019-20 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 Officials who have already attended this 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 Workshop 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;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. Guard File



# Institute of Secretariat Training & Management

## Online Nomination Form

Participants 1000

\*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 up by the candidate and submitted to the Institute of Secretariat Training & Management, New Delhi. The form is to be filled up in black ink and should be submitted to the Institute of Secretariat Training & Management, New Delhi.

Enter Image Characters

