F. No. HRM- 3(26)2022-KAB./195   **Dated: 06.12.2022**

OFFICE MEMORANDUM

Subject: - Inviting nomination(s) for 3 days Training Programme on "Records Management for Right to Information" to be held from 23rd to 25th January, 2023 by ISTM, New Delhi.

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 Training Programme on **"Record Management for Right to Information"** for Section Officers, Record Officers, Assistant Section Officer working in the Central Government Secretariat Offices, State Government Offices and PSUs/ Autonomous Bodies from 23rd to 25th January, 2023.

The aim of the present training programme on Records Management for Right to Information is an initiative to meet the challenge of records management under the Right to Information Act, 2005.

The officers who need to attend above training programme may send their nomination in the prescribed nomination form through proper channel (HRD Nodal Officer/Reporting Officer) to HRM Unit, ICAR HQs latest by13.12.2022 for onward transmission to ISTM, New Delhi. 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 course fee of Rs 3000/- per participant shall be met out from ICAR HQs scheme- HRM Budget head for 2022-23.

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

(Anjali Sharma)
Under Secretary (HRM)
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Distribution: -

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

Institute of Secretariat Training & Management

Online Nomination Form

'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).

https://www.istm.gov.in/home/online_nomination_form

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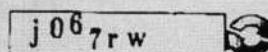Whether Hostel Accommodation is
required   Yes   No

'I certify that the above information is
correct   (Checked = Yes; Unchecked = No;)

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