



मानव संसाधन प्रबंधन एकक
भारतीय कृषि अनुसंधान परिषद
कृषि अनुसंधान भवन-II, नई दिल्ली-110012

F.No. HRM-3(34)/2021-KAB. /197

Dated: 30 November, 2021

OFFICE MEMORANDUM

Subject:- Five days Online Workshop on "Financial Management in Government" for DDO/HOO, Group "A" and "B" Officers dealing with finance and account matter being conducted by ISTM, New Delhi from 21-25 February, 2022-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 Five days Online Workshop on "Financial Management in Government" for DDO/HOO, Group "A" and "B" Officers dealing with finance and account matter to be conducting from 21-25 February, 2022.

The aim of the workshop is to equip the participants with competencies in Financial management in Government.

The Officers who have proper internet connectivity and computer/Laptop facility can attend the online workshop on whole time basis. It is also desired by the Institute to send one or two relevant nominations for the workshop. The Officers who need to attend above workshop may send their nomination in the prescribed nomination form through proper channel (**HRD Nodal Officers of the concerned Institutes**) to HRM Unit, ICAR HQs latest by **08.12.2021** for onward transmission to ISTM, New Delhi. The nomination form is enclosed here and may be downloaded from ICAR website under **Col. Circular/HRM Unit.** The nomination may not be sent online directly to ISTM until it is approved by the Council.

The Officers who have already attended the 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.

(N K Jain)

Pri. Sci. (HRM)

Email: nkjp1971@gmail.com; sohrm2018@gmail.com

Distribution:-

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

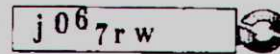
☒ Yes ☐ No

*I certify that the above information is correct

(Checked = Yes; Unchecked = No;)

आमंत्रित किया गया है कि आप अपने आवेदन पत्र में सही जानकारी दे सकें। यदि आपने 'हाँ' में तिकीयक डाला है, तो आपको अपने आवेदन पत्र में अपने निवास के विवरण देना होगा। यदि आपने 'नहीं' में तिकीयक डाला है, तो आपको अपने आवेदन पत्र में अपने निवास के विवरण नहीं देना होगा।

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