

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

F. No. HRM-3(12)/2020-KAB/07


Dated: 11th January, 2021

OFFICE MEMORANDUM

Subject: Nomination for Two day online Workshop on e-Office to be conducted from 25th to 26th February, 2021 for Section Officers or equivalent level officer and above at ISTM, New Delhi.

The Institute of Secretariat Training and Management (ISTM), Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pension, GoI, New Delhi has invited nominations for **Two day online Workshop on e-Office to be conducted from 25th to 26th February, 2021 for Section Officers or equivalent level officer and above at ISTM, New Delhi.** The Officers who are desirous to attend this programme may send their nomination in the prescribed nomination form through proper channel to HRM Unit, ICAR HQs latest by **19.01.2021** 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. The nomination may not be sent directly to ISTM until it is approved by the Council.

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



(A. K. Vyas)

ADG (HRM) &

Training Manager, ICAR

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Encl.: As above.

Distribution:-

1. All Officers/ Sections of ICAR HQs.
2. All Directors of ICAR Institutes/PDs
3. All HRD Nodal officers of ICAR Instt.
4. E-office Notice Board
5. ICAR Portal
6. HRM Portal
7. 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).

5/6/2019

Online Nomination Form | Institute of Secretariat Training & Management | Govt. of India

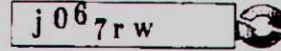
Whether Hostel Accommodation is required Yes No

*I certify that the above information is correct

(Checked = Yes; Unchecked = No;)

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 forwarded to the Ministry of Personnel, Public Relations & Training, Government of India, New Delhi.

Enter Image Characters



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