



F.No. HRM-3/03//2022-KAB./20

Dated 09th February, 2022

OFFICE MEMORANDUM

Subject:- Two days Online Workshop on "Noting & Drafting" from 18th to 19th April, 2022 – reg.

The Indian Institute of Secretariat Training & Management (ISTM), New Delhi has invited nomination for **Two days Online Workshop on "Noting & Drafting" from 18th to 19th April, 2022** for Group 'B' Officers, Section Officers/Dealing Assistants.

The objective of the workshop is to apply functional approach to noting and Drafting an appropriate and effective communication in a given situation.

The Officials who need to attend above training course may send their name along with designation through proper channel (**HRD Nodal Officer/Reporting Officer**) to HRM Unit, ICAR HQs latest by **17.02.2022** for onward transmission to ISTM, New Delhi. The participants are requested to apply to respective training programme through TMIS portal also and the confirmation of the same may also be mentioned in the forwarding letter.

The Officials who have already attended the training course 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 course will be subject to acceptance of nomination by ISTM New Delhi and also further orders from the Council.

Anjali
9/2/2022

(Anjali Sharma)
Under Secretary (HRM)

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Distribution:-

1. All Officers/ Sections of ICAR HQs at KB/KAB-I&II/ NASC, New Delhi.
2. E-office Notice Board.
3. ICAR Portal/ HRM Portal.
4. 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

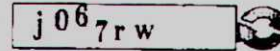
☒ Yes ☐ No

*I certify that the above information is correct

(Checked = Yes; Unchecked = No;)

This form is to be filled by the candidate and submitted to the District Training Officer (D.T.O.) for forwarding to the Institute of Secretariat Training & Management (ISTM), New Delhi.

Enter Image Characters



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