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

F.No. HRM-3(16)/2021-KAB./185 **Dated:- 20 October, 2021**

OFFICE MEMORANDUM

Subject:- Online Training Course/workshop being conducted by ISTM, New Delhi during January, 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 following online Training Course/workshop to be conducted during January 2022:

S. No.	Online Training Course/workshop	Date and Duration	Eligible Officials
1	Training Course on "Records Management for Right to Information"	12-14 January, 2022 (3 days)	Section Officer/ Record Officers/ Assistant Section Officers or equivalent Officers
2	Workshop on "Public Procurement under GFR-2017"	17-19 January, 2022 (3 days)	Section Officers or equivalent level and above level officers

The aim of the Training Course at S. No. 1 is to meet challenges of records management under the Right to Information Act, 2005, it provides a practical framework, in which participants are encouraged to reflect upon the current record management practices and to derive possible ways to meet the requirement of the act and aim of workshop at S.No 2 is to sensitize the participants about the changes made in the GFRs 2017 relating to Public Procurement etc so that they can perform their function efficiently.

The Officers who have proper internet connectivity and computer/Laptop facility can attend the online Training Course/Workshop on whole time basis. It is also desired by the Institute to send one or two relevant nominations for each Training Programme/workshop. The Officers who need to attend above Training Course/workshop may send their nominations in the prescribed nomination form through proper channel **(HRD Nodal Officers of the concerned Institutes)** to HRM Unit, ICAR HQs latest by **08.11.2021** (for both the programmes) 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 above mentioned Training course/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 Training Course/workshop will be subject to acceptance of nomination by ISTM, New Delhi and also further orders from the Council.

20/10/2021

(A K Vyas)
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Distribution:-

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

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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).

Whether Hostel Accommodation is required Yes No

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

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