

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

F.No. HRM-3(16)/2021-KAB./119

Dated:- 04<sup>th</sup> August, 2021

**OFFICE MEMORANDUM**

**Subject:- Online Training Programmes/workshops being conducted by ISTM, New Delhi during October, 2021 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 Programmes/workshops to be conducted during October, 2021:

S. No.	Online Training Programmes/workshops	Date and Duration	Eligible Officials
1	Workshop on Right to Information Act for Appellate Authorities (RTI-AA-17)	11 October, 2021 (1 day)	Officers senior to PIO's
2	Workshop on Noting and Drafting	11-12 October, 2021 (2 days)	Section Officers and Dealing Assistants
3	Training Programme on Pension and other Retirements Benefits (PRB2-14)	18-22 October, 2021 (5 days)	Under Secretaries/ Section Officers and equivalent Officers

The aim of the Workshop at S. No. 1 is to strengthen the first check post of RTI regime of transparency of information, the workshop aims to provide to the first appellate authorities a platform to discuss various nuances of considering an appeal against denial of information; and of workshop at S. No. 2 is to enable the participants to apply functional approach to noting and Draft an appropriate and effective communication in a given situation; and of Training Programme at S.No. 3 is to acquire a detailed knowledge and understanding of the provisions of the CCS Pension Rules, 1972 CCS (Commutation of Pension) Rules, 1981 etc.

**The Officers who have proper internet connectivity and computer/Laptop facility can attend the online Training Programme/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 Programme/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 **13.08.2021** (for all three programmes) for onward transmission to ISTM, New Delhi. The Nomination Form may be downloaded from ICAR website under **Col. Circular/HRM Unit**. 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 Officers who have already attended the Training Programme/ 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 Programme/ workshop will be subject to acceptance of nomination by ISTM, New Delhi and also further orders from the Council.

*Summ.*  
*4/8/2021*

(A K Vyas)  
ADG (HRM) &

**Training Manager, ICAR**

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[Sohrm2018@gmail.com](mailto:Sohrm2018@gmail.com)

Distribution:-

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



# Institute of Secretariat Training & Management

## Online Nomination Form

Participants 1000

\*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

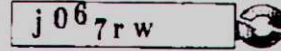
Whether Hostel Accommodation is required  Yes  No

\*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 filled up in black ink and should be submitted to the Institute of Secretariat Training & Management, New Delhi. The form is to be filled up in black ink and should be submitted to the Institute of Secretariat Training & Management, New Delhi.

Enter Image Characters



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