



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

F.No. HRM-3(15)/2021-KAB./198

Dated: 30 November, 2021

**OFFICE MEMORANDUM**

**Subject:- Two days Workshop on "Communication Skills" for Supervisory Officers being conducted by ISTM, New Delhi from 17- 18 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 Two days Workshop on "Communication Skills" for Supervisory Officers to be conducting from 17- 18 February, 2022.

The aim of the workshop is to expose the participants to various important facets of communication.

It is also desired by the Institute to send one or two relevant nominations for the Programme. 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 **09.12.2021** 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 workshop is a non-residential programme, However hostel facilities are available for outstation participants. **The TA/DA as admissible under rules will be borne by the Institute concerned of the participant.**

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)**

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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

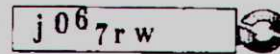
☒ Yes ☐ No

\*I certify that the above information is correct

( Checked = Yes; Unchecked = No; )

1. The information provided in this form is for the purpose of nomination only and is not to be used for any other purpose. (Do not write anything in this space)

Enter Image Characters



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