

**मानव संसाधन प्रबंधन एकक
भारतीय कृषि अनुसंधान परिषद
कृषि अनुसंधान भवन- II, नई दिल्ली-110 012**

F.No. HRM-3(9)/2021-KAB.

Dated: 27 May, 2021

OFFICE MEMORANDUM

Subject: Online Workshop/Training Programme being conducted by ISTM, New Delhi during July-August, 2021

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 Workshop/ Training Programme:-

S. No.	Online Workshop/Training Programme	Date and Duration	Eligible Officials
1	Workshop on Prevention, Prohibition and Protection of Sexual Harassment at Workplace	19-20 July, 2021 (2 days)	Group "A" and "B" Officers
2	Training Programme on Reservation in Services	02-05 August, 2021 (4 days)	Section Officer, Assistant Section Officer or equivalent level officers dealing with the matter

The aim of the course at S. No. 1 is to equip the participants with the requisite knowledge and skills relating to sexual harassment of women at workplace and for Training Programme at S. No. 2 is to develop a broad understanding of the constitutional provisions relating to Reservation in Services for SC/ST/OBC/EWS and for PWD, procedures for implementing the reservation orders and instructions of Government of India, reservation rosters, etc.

The Officials who have proper internet connectivity and computer/Laptop facility can attend the online Workshop/Training Programme on whole time basis. It is also desired by the Institute to send one or two relevant nominations for each Workshop/ Training Programme. The Officials who need to attend above Workshop/Training Programme may send their nomination in the prescribed nomination form through proper channel (**HRD Nodal Officer/Director of the concerned Institute**) to HRM Unit, ICAR HQs latest by **02.06.2021** 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 Officials who have already attended the Workshop/Training Programme 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/Training Programme will be subject to acceptance of nomination by ISTM, New Delhi and also further orders from the Council.

-Sd/-

(A K Vyas)

ADG (HRM) &

Training Manager, ICAR

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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 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

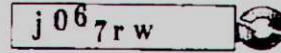
Whether Hostel Accommodation is required Yes No

*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, Govt. of India. The form is to be filled up by the candidate and submitted to the Institute of Secretariat Training & Management, Govt. of India.

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