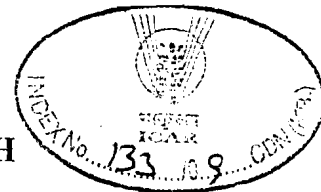


INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI-114



F.No.7(148)/2009-WS

Dated the 26th Nov., 2009.

OFFICE MEMORANDUM

Subject: Training Programme on Establishment Rules (ER) from 08.02.2010 to 12.02.2010 at ISTM, New Delhi.

The Institute of Secretariat Training & Management, New Delhi has invited nominations for the above mentioned Training Programme to be held from 08.02.2010 to 12.02.2010 at ISTM, New Delhi. The details of Programme as under:-

Broad Contents of the Course:

- Framing of Recruitment Rules
- Pre and Post appointment formalities
- Probation/Confirmation, Performance Appraisal
- Reservation in Services for SC/ST/OBC
- Fixation of Seniority
- Various modes of Promotion (Selection & Non-Selection)
- Retirement benefits admissible to retiring government servants
- Maintenance of Service Book.

Eligibility: The course is designed for Section Officers/Assistants who are dealing with Establishment Matters.

Age: Not exceeding 52 years.

The Officers, who are desirous to attend the said course may send their nomination in the enclosed proforma through proper channel latest by 18.12.2009 for onward transmission to ISTM, New Delhi.

The Officers who have already attended this training course need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by ISTM, New Delhi.


(P. SAKTHIVEL)
UNDER SECRETARY(WS)

Encl: As above.

DISTRIBUTION:

1. All Officers/Sections of ICAR Hqrs, KB./KAB-I&II/NASC.
2. All the Directors of Institutes/NRCs / PDs/Bureaux.
3. M & I Unit, for uploading the same on the ICAR web-site
4. Guard File.

ANNEXURE II

NOMINATION FORM

Course Code _____ From _____ To _____

Course Title _____

1.	Name			
2.	Designation		3. Scale of Pay	GRADE PAY:
4.	Organisation with complete Address and Telephone/Fax Numbers and Email ID: (to which intimation about nomination is to sent)			
	MOB. No:	OFFICE TEL. No.	FAX No.	
5.	DATE OF BIRTH:	AGE:	SEX:	
5.A	Whether it is a Central/State Govt. Ministry/Department or PSU/Autonomous Body:			
6.	Education Qualification	7. Professional Qualification		
8.	Whether SC/ST/OBC/General	9. Service to which belongs		

10. Brief Service Particulars :-

S. No.	Post Held	From	To	Scale of pay	Nature of duties

11. Whether fulfils eligibility conditions
12. How the programme is likely to benefit the nominee as well as the organisation?
13. Previous course attended at ISTM (with dates in bracket)
14. Whether Hostel accommodation is required

Signature of the Nominee

To be filled in by the Sponsoring Authority

It is certified that the particulars given above are correct. The officer will be relieved for training, if selected and in no case will withdraw in between from the Course. The prescribed caption fee and other charges as applicable will be paid to ISTM for this course.

Telephone Number, Fax Number and E-mail Address	Signature Name/Designation (of the Sponsoring authority) with Office Seal
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