



मानव संसाधन प्रबंधन एकक
भारतीय कृषि अनुसंधान परिषद
कैब-II, पूसा, नई दिल्ली-12

महोदय/महोदया

भारतीय कृषि अनुसंधान परिषद के मानव संसाधन प्रबंधन एकक के पत्र
संख्या-114M-3/12/2020-114 दिनांक 18.11.2022 आपके अवलोकन एवं कार्यवाही हेतु
अग्रेषित किया जा रहा है।

भवदीया,

अंजलि

(अंजलि शर्मा)
अवर सचिव (मा.सं.प्र.)



भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
मानव संसाधन प्रबंधन एकक/HRM UNIT

कृषि अनुसंधान भवन-II, पूसा, नई दिल्ली - 110012

Krishi Anusandhan Bhavan -II Pusa, New Delhi 110012

F.No. HRM- 3/12/2020-KAB./186

Dated: 18.11.2022

OFFICE MEMORANDUM

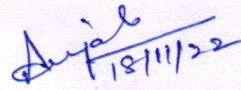
Subject:-Inviting nomination(s) for one day Training Course / Workshop on "Effective Cabinet Notes (ECNB-49)" being conducted by ISTM, New Delhi on 20th January, 2023.

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 one day Training Course / Workshop on "Effective Cabinet Notes (ECNB-49)" for Directors/Deputy Secretaries in Central Government and Departments going to be held on 20th January, 2023.

The course contents are to equip the participants with the knowledge of preparing notes for the Cabinet/ Cabinet Committee and to identify discrepancies in select Cabinet Notes.

The officers who need to attend above training course may send their nomination in the prescribed nomination form through proper channel (HRD Nodal Officer/Reporting Officer) to HRM Unit, ICAR HQs latest by 08.12.2022 for onward transmission to ISTM, New Delhi. 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 course fee of Rs 2000/- per participant shall be met out from ICAR HQs scheme- HRM Budget head for 2022-23.

The officers who have already attended the training course 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 will be subject to acceptance of nomination by ISTM, New Delhi and also further orders from the Council.


(Anjali Sharma)

Under Secretary (HRM)

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sohrm2018@gmail.com

Distribution: -

1. All Officers / Sections of ICAR Hqrs. at KB/KAB-I & II/ NASC, New Delhi.
2. E-office Notice Board
3. ICAR Portal/HRM Portal
4. 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

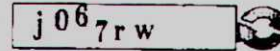
☒ Yes ☐ No

*I certify that the above information is correct

(Checked = Yes; Unchecked = No;)

आमंत्रित किया गया है कि आप अपने आवेदन पत्र में सही जानकारी दे सकें। यदि आपने 'हाँ' का विकल्प चुना है, तो आपको अपने आवेदन पत्र में अपने निवास के विवरण देना होगा। यदि आपने 'नहीं' का विकल्प चुना है, तो आपको अपने आवेदन पत्र में अपने निवास के विवरण नहीं देना होगा।

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