



**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-HfM-3(12)/2021-KAB दिनांक 15.12.2022 आपके अवलोकन एवं कार्यवाही हेतु  
अग्रेषित किया जा रहा है।

भवदीया,

*अंजलि*

( अंजलि शर्मा )  
अवर सचिव (मा.सं.प्र.)





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

F. No. HRM- 3(12)/2021-KAB./198

Dated: 15.12.2022

**OFFICE MEMORANDUM**

**Subject: - Inviting nomination(s) for Two half day Workshop on “Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place” to be held from 13<sup>th</sup> to 14<sup>th</sup> February, 2023 by ISTM, New Delhi.**

The Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Gol, New Delhi has invited nominations for workshop on “**Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place**” for Group A & B Officers working in the Central Government Secretariat Offices, State Government Offices and PSUs/ Autonomous Bodies from 13<sup>th</sup> to 14<sup>th</sup> February, 2023 from 09.30 AM to 01.30 PM.

The aim of the course is to equip participants with the requisite knowledge and skill relating to Sexual Harassment of Women at Workplace (POSH). The course content includes Concept of Gender, Forms of Sexual Harassment, Important Provisions of Sexual Harassment at Workplace (Prevention, Provision & redress) Act, 2013, Important case laws, Strategy for prevention of sexual harassment at workplace, Steps to Conduct Inquiry in case of sexual harassment at workplace, etc.

The officers who need to attend above workshop may send their nomination in the prescribed nomination form through proper channel (HRD Nodal Officer/Reporting Officer) to HRM Unit, ICAR HQs latest by **28.12.2022** 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 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.

(Anjali Sharma)

Under Secretary (HRM)

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[sohrm2018@gmail.com](mailto:sohrm2018@gmail.com)

Encl: As above

**Distribution: -**

1. **Directors/HRD Nodal Officers of all ICAR Institutes.**
2. **All Officers / Sections of ICAR Hqrs. at KB/KAB-I & II/ NASC, New Delhi.**
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		Select Course ▼	
*Have you previously attended any course at ISTM?		<input type="radio"/> Yes <input checked="" type="radio"/> 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	<input type="radio"/> Yes <input checked="" type="radio"/> 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

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Whether Hostel Accommodation is required

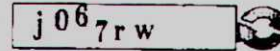
☒ Yes ☐ No

\*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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