

भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH मानव संसाधन प्रबधन एकक/HRM UNIT कृषि अनुसंधान भवन-II, पूसा, नई दिल्ली - 110012 Krishi Anusandhan Bhavan -II Pusa, New Delhi 110012

F.No. HRM- 3/23/2022-KAB . / 179

## **OFFICE MEMORANDUM**

## Subject:-Inviting nomination(s) for 2 days Training Programme on "Government e-Marketplace (GeM-02)" being conducted by ISTM, New Delhi from 16-17 January, 2023.

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 2 days Training Programme on "Government e-Marketplace (GeM-02)" for Officers & Staff in the Central Government Offices, State Government Offices and PSUs/ Autonomous Bodies from 16-17 January, 2023.

The objectives of the training programme are that the participant after completion of training will be able to make procurement through GeM. The course content includes GFR Provisions of Purchase Procedure, Introduction of GeM, Registration of Primary & Secondary users in GeM, Procurement of Products Services, Order Processing & Payments, etc.

The officials who need to attend above training course may sent their nomination in the prescribed nomination form through proper channel (HRD Nodal Officer/Reporting Officer) to HRM Unit, ICAR HQs latest by 16.11.2022 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 officials 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.

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(Anjali Sharma) Under Secretary (HRM) E-mail<u>nkjjp1971@gmail.com</u> 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

Dated: 02.11.2022

Online Nomination Form | Institute of Secretariat Training & Management | Govt. of India



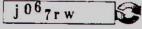
## Institute of Secretariat Training & Management

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*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 •
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*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	
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OTHER DETAILS			
* Emergency Contact Details			
'How the training is likely to benefit the nominee as well as the organisation (in 2 lines).			

https://www.istm.gov.in/home/online\_nomination\_form

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5/6/2019		Online Nomination Form   Institute of S	ecretariat Training & Management   Govt. of India	
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