INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KAB-II, PUSA, New Delhi-12
HRM Unit

F.No. HRM-3(2)/2019-KAB. / 6_5

Dated:- *06* May, 2019

OFFICE MEMORANDUM

Subject:- Five day's Training Programme on Establishment Rules 1 for Section Officers/ Assistant Section Officer or equivalent level Officer from 15th to 19th July, 2019 being conducted by ISTM, New Delhi.

The Institute of Secretariat Training and Management (ISTM), New Delhi has invited nominations for the Training programme on Establishment Rules 1 for Section Officers/ Assistant Section Officer or equivalent level Officer from 15th to 19th July, 2019. The aim of the Training Programme is to equip the participant with the rules for dealing with the Establishment matters.

The Officials who need to attend above programme may send their nomination in the prescribed nomination form through proper channel to HRM Unit, ICAR HQs latest by **10.05.2019** as per ATP 2019-20 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. The nomination may not be sent online directly to ISTM until it is approved by the Council.

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

(A K Vyas)
ADG (HRM) &
Training Manager, ICAR
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sohrm2018@gmail.com

Distribution:-

1. All Officers/ Sections of ICAR HQs at KB/KAB-I&II/ NASC, New Delhi
2. All Directors of ICAR Institutes/ Project Coordinators
3. All HRD Nodal Officers of the ICAR Institutes
4. E-office Notice Board
5. ICAR Portal
6. 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).

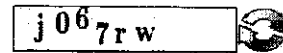Whether Hostel Accommodation is required   Yes   No

˙I certify that the above information is correct   (Checked = Yes; Unchecked = No;)

Note: Computer Generated Documentation Page of Nodal Application Form is to be forwarded to ISTM by Post / e-mail with intimation of uploading authority.

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