



F.No. HRM-3/13/2022-KAB./41

Dated 04<sup>th</sup> March, 2022

**OFFICE MEMORANDUM**

**Subject:- Five half days Online training programme on "Effective drafting-02" from 23<sup>rd</sup> May to 27<sup>th</sup> May 2022 – reg.**

The Institute of Secretariat Training & Management (ISTM), New Delhi has invited nomination for five half days online training programme on "Effective drafting-02" from 23<sup>rd</sup> May to 27<sup>th</sup> May 2022 for Group 'A' officers working in Central/State Government, Autonomous Bodies, Public Undertaking etc.

The aim of the course is to draft an appropriate form of communication in different situations, effective communication with appropriate language and Focus on matter like Drafting of Charge Sheet, REP & NIT, Legislation etc.

**It is also desired by the Institute to send one or two relevant nominations for the training programme.** The Officials who need to attend above training programme may send their nomination through proper channel (**HRD Nodal Officer/Director of the concerned Institutes/Reporting Officers**) to HRM Unit, ICAR HQs latest by **22.03.2022** for onward transmission to ISTM, New Delhi. The nomination form may be downloaded from ICAR website under **Col.Circular/HRMUnit**. The nomination form is also enclosed here. The nomination may not be sent online directly to ISTM, New Delhi until it is approved by the Council. The participants are requested to apply to respective training programme through TMIS portal also and the confirmation of the same may also be mentioned in the forwarding letter.

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

*Anjali Sharma*  
4/3/2022

(Anjali Sharma)

Under Secretary (HRM)

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Distribution:-

1. All Officers/ Sections of ICAR HQs at KB/KAB-I&II/ NASC, New Delhi.
2. All Directors/HRD Nodal Officers of the ICAR Institutes.
3. E-office Notice Board.
4. ICAR Portal/ HRM Portal.
5. 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 देना नहीं होगा।

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