



F.No. HRM-3(41)/2021-KAB./221

Dated 28th December, 2021

OFFICE MEMORANDUM

Subject:- One day online training programme on “e-Tendering Procedure (E-Tendering-02)” on 18th February, 2022 – reg.

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 nomination for one day online training programme on “e-Tendering Procedure (E-Tendering-02)” to be conducted on 18th February, 2022 for group A & B Gazetted Officers in the Ministries/Departments, Central and State and Middle managements in PSUs/Central Autonomous Bodies

The course aim^s is to facilitate the participants with competencies to prepare budget proposal and the objectives of the workshop are (i) describe the various methods of purchase of goods, hiring of services and outsourcing of services and principle of purchase as given in the GFRs 2017 (ii) describe the salient features of CPPP (iii) Describe tendering procedure in CPPP (iv) describe the salient features of GeM and (v) describe tendering procedure in GeM

The Officers who need to attend above training course may send their nomination in the prescribed nomination form through proper channel (**HRD Nodal Officers/ Director of the concerned Institutes**) to HRM Unit, ICAR HQs latest by **04.01.2022** 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 here. The nomination may not be sent online directly to ISTM until it is approved by the Council.

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.

Signature
20/12/2021

(A K Vyas)

ADG (HRM) &

Training Manager, ICAR

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Distribution:-

1. All Officers/ Sections of ICAR HQs at KB/KAB-I&II/ NASC, New Delhi.
2. All Directors and 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

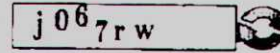
☒ Yes ☐ No

*I certify that the above information is correct

(Checked = Yes; Unchecked = No;)

आमंत्रित किया जाता है कि आप अपने निवास के विवरण को सही और सटीक रूप से भरें। यदि आप कोई भी त्रुटि करते हैं, तो आपकी आवेदन पत्र को अस्वीकार कर दिया जा सकता है।

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