



F.No. HRM-3/08/2022-KAB. /30

Dated 14th February, 2022

OFFICE MEMORANDUM

Subject:- Three days orientation Training Programme on "CPPP & GeM for dealing hands" through online mode from 18th to 20th May, 2022 – reg.

The Institute of Secretariat Training & Management (ISTM), New Delhi has invited nomination for three days orientation Training Programme on "CPPP & GeM for dealing hands" through online mode from 18th to 20th May, 2022 for group 'A' and 'B' officers of Government of India, Attached and Subordinated offices, Central Autonomous bodies/Statutory Organizations etc. and State Government, State Autonomous/Statutory Bodies etc.

The objectives of the course are to explain the rules and procedure involved in e-Procurement; explain the rules and procedure involved in procurement using GeM platform; explain how to apply important rules for approval; the participants will be able to describe the various methods of purchase of goods, hiring of services and outsourcing of services and principle of purchase as given in the GFR.

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 **05.03.2022** 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.


(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/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 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

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

Whether Hostel Accommodation is required

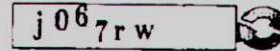
☒ Yes ☐ No

*I certify that the above information is correct

(Checked = Yes; Unchecked = No;)

आमंत्रित किया गया है कि आप अपने आवेदन के साथ आवश्यक दस्तावेजों को संलग्न करें।
आपका आवेदन केवल तभी स्वीकार किया जाएगा जब तक कि सभी आवश्यक दस्तावेजों को संलग्न न किया गया हो।

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