भारतीय कृषि अनुसंधान परिषद

कृषि अनुसंधान भवन- ॥, नई दिल्ली

मानव संसाधन प्रबंधन एकक

F.No. HRM-3(2)/2019-KAB./152   Dated:-22 August, 2019

Subject:- Training Programme/Workshop being conducted by ISTM, New Delhi during 2019-20.
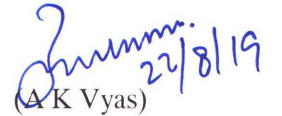
The Institute of Secretariat Training and Management (ISTM), New Delhi has invited nominations for the following Training programme/Workshop:-

S.No.	Training Programme/ Workshop	Date and Duration	Eligibility Conditions
1	Two Days Workshop on Right to Information Act, 2005	17th -18th October, 2019 (2 days)	Public Information Officers
2	Two Days Orientation Training Programme on PFMS	14th -15th November, 2019 (2 days)	Group 'A' and 'B' Officers

The aim of the workshop at S. No. 1 is to equip the participants with knowledge and skills to handle the job of PIOs and help the Ministries/Departments/Organizations in implementing the provisions of the Right to Information Act, 2005 and of Training Programme at S.No. 2 is to develop skills required for the work in the PFMS.

The Officers 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 **28.08.2019** 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 Officers 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.

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22/8/19

(A K Vyas)
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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 of ICAR Institutes/ Project Coordinators of AICRP
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

'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;)

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