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

F.No. HRM-3(14)/2019-KAB./64

Dated:-06 May, 2019

OFFICE MEMORANDUM

Subject:- Three day's Training Programme on MS- Excel for Officers and staff in the Government Offices from 22ⁿᵈ -24ᵗʰ 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 MS- Excel for Officers and staff in the Government Offices from 22ⁿᵈ -24ᵗʰ July, 2019. The aim of the Training Programme is to develop the skills required for work in MS- Excel.

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 **14.05.2019** 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)
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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   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).

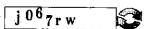| Whether Hostel Accommodation is required	⚬ Yes ⚬ No	
*I certify that the above information is correct	☐	(Checked = Yes; Unchecked = No;)

N.B.: Download the Generated Confirmation Page of the online Application form is to be forwarded to ISTM by Post / Email and should bear the signature of sponsoring authority

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