



भारतीय कृषि अनुसंधान परिषद  
Indian Council of Agricultural Research  
कृषि शिक्षा संभाग/Agricultural Education Division  
मानव संसाधन प्रबंधन एकक/HRMUNIT  
कृषि अनुसंधान भवन-II, पूसा, नई दिल्ली- 110012  
Krishi Anusandhan Bhavan –II, Pusa, New Delhi 110012

F. No. ASB3/08/2024- HRM

Dated: 29.05.2024

**OFFICE MEMORANDUM**

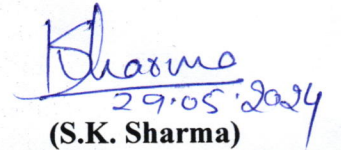
**Subject: -Two days Training Programme on Workshop on MS-Power Point (PP-11) being conducted by ISTM, New Delhi from 20<sup>th</sup> to 23<sup>rd</sup> July, 2024.**

The Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, Gol, New Delhi has invited nominations for two days Training Programme on Workshop on MS-Power Point (PP-11) for Officers and Staff in the Central Secretariat officers & in other Central Government Offices, State Government Offices and PSUs/Autonomous Bodies, from 20<sup>th</sup> to 23<sup>rd</sup> July, 2024.

The aim of the workshop to develop the skills required for work in MS-Power Point, 2024.

The officers who need to attend above workshop may sent their nomination in the prescribed nomination form through proper channel (HRD Nodal Officer/Reporting Officer) to HRM Unit, ICAR HQs latest by 08.06.2024 for onward transmission to ISTM, New Delhi. The nomination form is also enclosed. The nomination may not be sent directly to ISTM until it is approved by the Council. The course fee of Rs 2000/- per participant shall be met out from ICAR HQs scheme- HRM Budget head for 2024-25.

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.

  
29.05.2024

(S.K. Sharma)

ADG (HRM) &

Training Manager, ICAR

E-mail:shanti.sharma1@icar.gov.in;

**Encl: As Above:**

**Distribution: -**

1. All Director / HRD Nodal Officer of ICAR Institutes
2. E-office Notice Board
3. ICAR Portal/HRM Portal
4. Guard File



# Institute of Secretariat Training & Management

## Online Nomination Form

Participants 1000

\*Select Course

\*Have you previously attended any course at ISTM?  Yes  No

\*Mobile No.

\*First Name  Middle Name  \*Last Name

Name in Hindi  \* Father's / Spouse's / Mother's / Guardian's name

\*Gender  \*Category

\*Differently Abled  Yes  No

\*Date of Birth  \* Educational Qualification

\* Service  \* Designation / Rank

\*Level of Pay Matrix

\*Date of Joining Service  \* Date of Joining Current Post

\* Brief Service Particulars

### ORGANISATION DETAILS

\* Organisation Name  \* Organisation Type

\* Organisation Email  \*Organisation Phone

\* Organisation Street Address

\* Organisation City  \*Organisation Pincode

\* Organisation State

### PERSONAL / RESIDENCE DETAILS

Aadhaar Number  \*Email

\* Street Address

\* City  \* Pincode

\*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

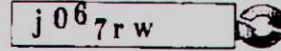
Whether Hostel Accommodation is required  Yes  No

\*I certify that the above information is correct

( Checked = Yes; Unchecked = No; )

This form is to be filled up by the candidate and submitted to the Institute of Secretariat Training & Management, New Delhi. The form is to be filled up by the candidate and submitted to the Institute of Secretariat Training & Management, New Delhi. The form is to be filled up by the candidate and submitted to the Institute of Secretariat Training & Management, New Delhi.

Enter Image Characters



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