

मानव संसाधन प्रबंधन एकक
भारतीय कृषि अनुसंधान परिषद
कृषि अनुसंधान भवन- II, नई दिल्ली

F.No. HRM-3(12)/2020-KAB. 38

Dated:- 01 March, 2021

OFFICE MEMORANDUM

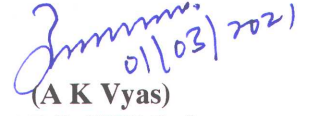
Subject:- One day online “Workshop on Preparing Cabinet Notes” to be conducted by ISTM, New Delhi on 28th May, 2021

The Institute of Secretariat Training and Management (ISTM), New Delhi has invited nominations for one day online Workshop on preparing Cabinet Notes for Under Secretaries and Section Officers on 28th May, 2021.

The aim of the above workshop is to equip the participants with the knowledge of preparing Notes for the Cabinet/ Cabinet Committee and clarity of Cabinet Notes and to identify discrepancies in select of Cabinet notes.

The Officers who need to attend above Workshop may send their nomination in the prescribed nomination form through proper channel to HRM Unit, ICAR HQs latest by **13.03.2021** 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 this Workshop need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by ISTM, New Delhi. The participation in the above Workshop 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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sohrm2018@gmail.com;

Distribution:-

1. All DDGs of the SMDs/ ADGs independent charges
2. All Officers/ Sections of ICAR HQs at KB/KAB-I&II/ NASC, New Delhi
3. E-office Notice Board
4. ICAR Portal
5. Guard File



Institute of Secretariat Training & Management

Online Nomination Form

Participants Login

*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).

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

Enter Image Characters

