



No.A-33044/2/2010-ISTM(KM)
GOVERNMENT OF INDIA
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD)
OLOF PALME MARG, NEW DELHI-110067
TELEFAX: 26185316, TEL 26185316

Dated: 24th May, 2010

1. All Ministries/Departments of the Govt. of India
2. All Attached Offices of the Govt. of India
3. The Comptroller and Auditor General of India, New Delhi
4. All Union Territory Administrations
5. All Subordinate Offices of the Govt. of India.

Subject: Training Course on "**Knowledge Management**" to be held from **16th August, 2010 to 17th August, 2010** at ISTM, New Delhi.

Sir,

This Institute will be conducting a two days Training Course on "Knowledge Management" from **16th August, 2010 to 17th August, 2010**.

2. Details of the Course, eligibility requirements and facilities available are given at Annexure-I. Nomination form for the Course is given at Annexure II. Nomination form of the eligible persons duly countersigned by the sponsoring authority may please be forwarded latest by **15th July, 2010**. ***Hostel facility may not be available due to on going ADR Foundational Course.***

3. All sponsoring authorities are requested to ensure that candidates selected for the course are relieved to attend the course only on **receipt of clear communication to that effect from ISTM.**

Yours faithfully,

[K. GOVINDARAJULU]
Deputy Director & Course Coordinator

The Institute

ISTM is a premier training institute under the administrative control of the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) Government of India, and a lead resource center in the country for strengthening professional capabilities of civil servants. As partner to reforms in governance, ISTM endeavours to conduct training courses in the emerging areas for capacity building to implement the government initiative.

The Course

In the context of rapid changes and technological development, Knowledge Management in every organization become utmost important. Initiation and implementation of Knowledge Management will enable the organization to excel in their professional field and avoid the reinventing the wheel at all time.

Duration

Two days

Dates **16th August, 2010 to 17th August, 2010.**

Course Coordinator: Shri K. Govindarajulu, Deputy Director

Level of Participants

This course is intended for **Group A and B officers** working in the Ministries, Departments, Attached Offices and Subordinate Offices of the Government of India, State Governments, Autonomous Bodies and Public Sector Undertakings.

Aim

The participants will able to understand the concept of Knowledge Management, its importance and how to create the Knowledge Management culture in an organization.

Course Contents

- Knowledge Management -strategy, structure and procedure
- Approaches to Knowledge Management
- Identify, create and disseminate knowledge
- Tools and Technology for Knowledge management
- Developing knowledge parks of own organization

Methodology

With a view to generating a learning environment the course would be conducted through highly participative training methodology. The participants would undertake individual as well as group work

Capacity

Twenty Five (25)

Course Fee

There is no course fee for officers of Central Government/State Government. However Capitation fee of Rs.2000/- (Rupees Two thousand only) per participant is being charged from the candidate sponsored by the Public Sector Undertakings/Autonomous bodies). It may please be ensured that such candidates bring with them a Bank Draft for Rs.2000/- in favour of "Assistant Director, ISTM, New Delhi" payable at New Delhi or the "Pay and Accounts officer, Department of Personnel & Training (ISTM Account), New Delhi" towards Capitation fee. Otherwise it may not be possible to admit such candidate to the course.

Hostel Accommodation

Not available due to on going ADR Foundational Course

Nomination

Nominations in the prescribed format (Annexure-II) duly completed and signed by the Sponsoring Authority should reach the course coordinator at the following address.

Shri K. Govindarajulu,

Deputy Director & Course Coordinator

Institute of Secretariat Training & Management,

Room No. 214, Administrative Block,

Old JNU Campus, Olof Palme Marg, New Delhi – 110 067.

Tel # 91-11- 26185316 Fax # 91-11-26104183

e-mail : kg.rajulu@nic.in

The Fax No., Telephone & Mobile Number, E-mail ID and complete address of the Sponsoring Authority (including PIN code) may also please be furnished for facility of communication. Candidates whose nominations are accepted by Institute of Secretariat Training & Management will be informed accordingly. **Last date for receipt of nomination form is 15th July, 2010.**

Annexure-II

NOMINATION FORM

FromTo.....

Course Title :

1.	Name	:			
2.	Designation	:			3. Scale of Pay
4.	Organisation with Complete Address and Telephone/Fax Numbers and E mail ID: (to which intimation about nomination is to be sent)				
5.	Whether it is a Central/State Govt. Ministry/ Department or PSU / Autonomous Body:				
6.	Educational Qualification:			7. Professional Qualification:	
8.	Whether SC/ST/OBC/General:			9. Service to which belongs:	

10. Brief Service particulars:

S.No.	Post Held	From	To	Scale of Pay	Nature of duties

11.	Whether fulfils eligibility conditions:				
12.	How the programme is likely to benefit the nominee as well as the organisation:				
13.	Previous courses attended at ISTM: (with dates in bracket)				
14.	Whether hostel accommodation is required:				

Signature of the Nominee:

To be filled in by Sponsoring Authority

It is certified that the particulars given above are correct. The officer will be relieved for training, if selected and in no case will he/she be withdrawn in between from the course. The prescribed Capitation Fee and other charges as applicable will be paid to ISTM for this course.

Complete Postal Address of the Sponsoring Authority With Telephone Number and Fax Number	Signature: Name/Designation: (of the Sponsoring authority) with Office Seal
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