



No.A.33031/5/2011-ISTM
GOVERNMENT OF INDIA
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)
OLOF PALME MARG, NEW DELHI-110067
TEL. 26102597; TELEFAX: 26104183

Dated the 1st August, 2011

1. All Central Government Ministries/Departments
2. All attached and subordinate offices.
3. All autonomous organizations.

Subject: - Three days Workshop on Noting & Drafting for Section Officers/Dealing Assistants from 1-3 November , 2011 at ISTM, New Delhi.

Sir,

This Institute will be conducting a three-day Workshop on Noting and Drafting for Section Officers/dealing Assistants from 1-3 November, 2011.

2. Details of the Workshop and facilities available are given at Annexure-I. Nomination form for the Workshop is given at Annexure II. Nomination form of the eligible persons duly countersigned by the sponsoring authority may please be forwarded latest **by 3rd October, 2011.**

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

Encl. Annexure I & II.

Yours faithfully,

Sd/-

[Sandeep Mukherjee]
Deputy Director & Course Coordinator
Sandeep.muk2010@gmail.com

COURSE INFORMATION SHEET

Title: Workshop on Noting & Drafting for Section Officers/Dealing Assistants.

Duration: 3 days (1-3 November 2011).

OBJECTIVE OF THE COURSE : Participants will be able to:

- a) Apply functional approach to noting; and
- b) Draft an appropriate and effective communication in a given situation.

METHODOLOGY: Lecture – Case Studies – Discussion on actual problems faced in dealing with specific cases.

ELIGIBILITY CONDITIONS: Section Officers/dealing Assistants.

COURSE CAPACITY: 25

COURSE FEE & OTHER EXPENSES:

Capitation fee of Rs.2000/- (Rupees two thousand only) is charged from the trainees sponsored by organisations other than the Central Government. A/c Payee Bank draft/cheque is to be drawn in favour of "Assistant Director", ISTM, payable at New Delhi.

HOSTEL ACCOMMODATION:

Due to renovation of the ISTM Hostel, it will not be possible to provide hostel facilities.

OTHERS

All course material (printed and stationery), group photograph, tea, snacks and working lunch will be provided free of cost to all participants. Candidates whose nominations are accepted by Institute of Secretariat Training & Management will be informed accordingly. **Last date for receipt of nomination form is 3rd October 2011.**

ANNEXURE– II

Nomination Form

Course Code : **From**
 Course Title :

1.	Name	:			
2.	Designation	:		3. Scale of Pay	
4.	Organisation with Complete Address and Telephone/FAX Numbers and Email 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 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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