



A-33031/04/2011-ISTM

भारत सरकार

Government of India

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
Institute of Secretariat Training & Management

कार्मिक एवं प्रशिक्षण विभाग

Department of Personnel & Training

प्रशासनिक ब्लॉक, ज०ने०वि० (पुराना) परिसर, JNU(Old) Campus,

ओलोफ पाल्मे मार्ग, नई दिल्ली-110067, Olof Palme Marg, New Delhi-110067

Telephone No. 26102597; Fax No. 26104183

Dated, New Delhi, the 4th July 2011

To

1. All Central Government Ministries/Departments
2. All Attached and Subordinate office
3. All Autonomous organisations of Central Government

Subject: 3 days Workshop on Noting & Drafting at ISTM, on October 18 – 20, 2011

Sir,

I am directed to say that this Institute will be conducting Workshop on Effective Noting and Drafting for officers/Assistants on **October 18 – 20, 2011**.

2. Details of the Workshop and facilities available are given at the Appendix-I. The nomination form is given at the Appendix-II. Nomination form of the eligible persons duly countersigned by the sponsoring authority may be forwarded to the undersigned latest by **12th September 2011**. Eligible candidates will be selected for the Workshop and the concerned sponsoring authorities will thereafter be requested to relieve them for attending it.

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

Encl. Appendix-I&II

Yours faithfully,

(Chandan Mukherjee)
Deputy Director &
Course Co-ordinator
Tel. 26102597

COURSE INFORMATION SHEET

TITLE Workshop on Effective Noting & Drafting for Section Officers/Assistant

DURATION 3 days (18 – 20 October 2011)

OBJECTIVE OF THE COURSE:

Participants will be able to:

- a) Apply functional approach to noting
- b) Use appropriate form of written communication

METHODOLOGY:

Case Studies-Discussion on actual problems faced in dealing with specific cases.

ELIGIBILITY CONDITIONS:

Section Officers/Assistants

COURSE CAPACITY:

25

COURSE FEE & OTHER EXPENSES:

No Course Fee is to be paid by an officer of the Central Government. However, a Capitation Fee of Rs. 2000/- (rupees two thousands only) will be charged from a participant belonging to Autonomous Body. The Capitation Fee is to be paid through Demand Draft, in favour of "Assistant Director, ISTM", payable at Delhi.

ACCOMMODATION

ISTM provides modest hostel facilities, if rooms are available. Outstation participants are requested to contact the Caretaker, ISTM Hostel (TEL. 011-26172571, TELEFAX:011-26104183), Institute of Secretariat Training & Management, Block -I, JNU Campus (Old), New Delhi- 110 067, in advance, after receiving confirmation of participation.

OTHER:

Candidates whose nominations are accepted by Institute of Secretariat Training & Management shall be intimated accordingly.

NOMINATION FORM

Workshop on Effective Noting & Drafting for Section Officers/Assistants

NOMINEE'S INFORMATION

1.	NAME				
2.	DESIGNATION				
3.	ORGANISATION				
4.	SCALE OF PAY				
5.	DATE OF BIRTH				
6.	SEX				
7.	CATEGORY				
8.	COMPLETE OFFICE ADDRESS (WHERE THE NOMINEE IS POSTED AT PRESENT)	SECTION/UNIT			
		ROOM NO./FLOOR			
		BUILDING NAME			
		ROAD NAME			
		CITY/PIN CODE			
		TELEPHONE/FAX			
9.	EXPERIENCE, IN THE AREA OF FIXATION OF PAY				
10.	KNOWLEDGE OF HINDI	READ/WRITE/SPEAK	READ	WRITE	SPEAK
11.	WHETHER HOSTEL REQUIRED OR NOT	REQUIRED	NOT REQUIRED		
12.	OTHER TRAINING COURSES ATTENDED				

Signature of the Nominee

NOMINATION FORM

Workshop on Effective Noting & Drafting for Section Officers/Assistants

SPONSORING AUTHORITY'S CONFIRMATION

1.	NAME OF THE SPONSORING AUTHORITY	
2.	ADDRESS FOR COMMUNICATION (WITH PIN CODE)	
3.	TELEPHONE NUMBER	
4.	FAX/EMAIL	
5.	NOMINEE'S NAME	
6.	NOMINEE'S DESIGNATION	
7.	IN WHAT WAY THE TRAINING TO BE IMPARTED ON THE NOMINEE WILL BE USEFUL TO THE ORGANISATION	

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee, and if selected the nominee will be relieved on full time basis for the programme

Signature & Seal of Sponsoring Authority

PLACE
DATE