



No. 33028/2/2011-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.26185310; TELEFAX:26104183

Dated: 9th August 2011

To

1. All Ministries/Departments of Government of India and Attached & Subordinate offices of the Govt. of India.
2. Chief Secretaries of Union Territories
3. Secretary, Union Public Service Commission
4. Comptroller and Auditor General of India

Sub:- Training Course on *Purchase Management in Govt. [PMG-1] for Non-Gazetted officers from 16-18 November 2011.*

Sir/Madam,

I am directed to say that the training **Course on Purchase Management in Govt.** will be held in this Institute from **16-18 November 2011 (Three days)**. The course is designed for **Non-Gazetted officers** dealing with purchase in Government offices including its attached/subordinate offices.

2. The details of course are given in the course intimation sheet at Annexure I.
3. Nominations in the enclosed form (Annexure –II) of eligible officers may kindly be sent to the undersigned at Institute of Secretariat Training & Management, Room No.111, Administrative Block, JNU Old Campus, Olof Palme Marg, New Delhi - 110 067 so as to reach by **7th October 2011.**
4. Intimation regarding acceptance of nomination(s) will be dispatched in the **2nd week of Oct. 2011.** The Officer(s) should be **relieved** for attending the course **only after receipt of acceptance of the nomination.** If no communication regarding acceptance of nomination from this Institute is received, it may please be presumed that the nomination of concerned officer has not been accepted.

Enclosure: As above.

Yours faithfully,


(Nafe Singh)
DEPUTY DIRECTOR

COURSE INFORMATION SHEET

COURSE TITLE : PURCHASE MANAGEMENT IN GOVT.

COURSE CODE : PMG-1

DURATION : 16-18 November 2011 (Three days).

AIM OF THE COURSE:

The aim of the course is to make the officers conversant in the basic principles, procedures and Financial Rules relating to purchasing and contracting.

METHODOLOGY TO BE FOLLOWED:

- Lectures
- Exercises
- Group Discussion

PARTICIPANTS' ELIGIBILITY CONDITION:

Non-Gazetted Staff dealing with purchase in Govt. Offices

COURSE CAPACITY : 25

HOSTEL ACCOMMODATION:

ISTM Hostel is at present under renovation. The participants will have to make their own arrangement for their stay at Delhi during the course period.

COURSE FEE:

There is no course fee for participants from Central and State Governments. Participants from organisation other than the Central and State Government (PSUs & Autonomous Bodies) are required to pay Rs.2000/- per person as Course fee. Such organisation should send the bank draft/cheque in favour of **Assistant Director, ISTM** only when the nominations are accepted. The Travelling Allowance and Daily Allowance if any of the officers nominated to attend the course will be borne by the Sponsoring authorities.

NOMINATION FORM

Course Code :

Date from

To:

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 Attached/Subordinate office				
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 (in 2 lines). Please indicate the number of subordinates in respect of whom the nominee is required to undertake performance appraisal in the capacity of reporting/reviewing officer.				
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 the 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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