

GOVERNMENT OF INDIA
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
 DEPARTMENT OF PERSONNEL & TRAINING
 ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)
 OLOF PALME MARG, NEW DELHI-110067
 TEL.26177058; TELEFAX: 6104183

Dated, the 30 June, 2011

OFFICE MEMORARDUM**Sub : Courses to be conducted during 3rd quarter i.e. Oct- Dec, 2011**

The undersigned is directed to say that the following courses are scheduled to be conducted during the 3rd quarter of the year 2011-12 i.e. Oct-Dec 2011. The concerned course coordinators may take further necessary action for conducting the courses :-

IN HOUSE COURSES

Srl No	Course Code	From	To	Coordinator	Venue
1.	CSS-A	03-Oct-11	28-Oct-11	GDC	SH4
2.	HCAAT	03-Oct-11	05-Oct-11	DD(SM)	SH2
3.	WND	03-Oct-11	05-Oct-11	CM	SH3
4.	WPF	03-Oct-11	05-Oct-11	DKB	SH5
5.	S-RTI	07-Oct-11	07-Oct-11	RS	RCH2
6.	BTC(SO)-4	10-Oct-11	21-Oct-11	NS	RCH2
7.	BTC(Asst.)07	10-Oct-11	21-Oct-11	RK-I	SH8
8.	CSS-B	10-Oct-11	11-Nov-11	AG	SH3
9.	PRB2	10-Oct-11	14-Oct-11	KKP	SH5
10.	PTS-D	10-Oct-11	10-Oct-11	VJ	SH7
11.	WPCN-1	11-Oct-11	12-Oct-11	KSN	CR
12.	BS	17-Oct-11	21-Oct-11	AJKM	SH5
13.	ER	17-Oct-11	21-Oct-11	DKB	SH7
14.	OBG	17-Oct-11	21-Oct-11	KSK	SH2
15.	WPCN-2	21-Oct-11(FN)	-	JD(SM)	CR
16.	WPCN-3	21-Oct-11(AN)	-	JD(SM)	CR
17.	BTC(SO)-6	24-Oct-11	04-Nov-11	KGR	CR
18.	BTC(SO)-5	24-Oct-11	04-Nov-11	NS	RCH1
19.	CSS-D	31-Oct-11	23-Dec-11	MB	RCH2
20.	AV1	31-Oct-11	04-Nov-11	DKB	SH7
21.	RTI-AA	31-Oct-11	31-Oct-11	RS	SH2
22.	VA	31-Oct-11	04-Nov-11	KSK	SH4
23.	WND	01-Nov-11	03-Nov-11	DD(SM)	SH5
24.	WPCN-1	08-Nov-11	09-Nov-11	JD(SM)	CR
25.	CSS-A	14-Nov-11	09-Dec-11	RS	SH4
26.	PMG1	16-Nov-11	18-Nov-11	NS	SH2

Srl No	Course Code	From	To	Coordinator	Venue
27.	PTS- ADR(F)	16-Nov-11	16-Nov-11	KSN	RCH-1
28.	CSS-D	21-Nov-11	13-Jan-12	AG	RCH-2
29.	ADR(F)	28-Nov-11	17-Feb-12	RK-I & RS	Audi 1&2
30.	AV2	21-Nov-11	02-Dec-11	DKB	SH8
31.	PAR	21-Nov-11	02-Dec-11	GDC	SH7
32.	RTD(ELT)	21-Nov-11	02-Dec-11	CM	SH2
33.	RTI-ROP	21-Nov-11	23-Nov-11	RKK	SH5
34.	WPCN-2	25-Nov-11(FN)	-	JD(SM)	CR
35.	WPCN-3	25-Nov-11(AN)	-	JD(SM)	CR
36.	PTS-E&F	25-Nov-11	25-Nov-11	KSK	Audi-1
37.	SM	28-Nov-11	02-Dec-11	MB	SH3
38.	CSS-F	05-Dec-11	23-Dec-11	MPS & DKB	RCH1
39.	C&A	05-Dec-11	03-Feb-12	KKP	SH1
40.	BTC(Asst.)08	05-Dec-11	16-Dec-11	GDC	SH5
41.	BTC(Asst.)09	05-Dec-11	16-Dec-11	DKB	SH6
42.	BTC(Asst.)10	05-Dec-11	16-Dec-11	RKK	SH7
43.	NTP	07-Dec-11	08-Dec-11	KSN	SH3
44.	BTC(SO)-7	12-Dec-11	23-Dec-11	RK-II	SH4
45.	AMS	12-Dec-11	30-Dec-11	JD(SM)	SH3
46.	BTC(Asst.)11	12-Dec-11	23-Dec-11	DD(SM)	SH2
47.	WPCN-1	13-Dec-11	14-Dec-11	MB	CR
48.	BTC(SO)-8	19-Dec-11	30-Dec-11	RKK	SH5
49.	AV1	19-Dec-11	23-Dec-11	KSK	SH8
50.	WPCN-2	23-Dec-11(FN)		JD(SM)	CR
51.	WPCN-3	23-Dec-11(AN)		JD(SM)	CR
52.	GG	26-Dec-11	30-Dec-11	RS	SH8

2. Signed soft copies of all the course circulars and acceptance lists may be given to system administrator for uploading it on ISTM website.

*WPCN-1 is for Directors/DS

**WPCN-2 is for USs and

**WPCN-3 is for SOs

@ Additional CSS-CTP and backlog courses have been Shown in bold italics.

\$ RK-I = Ranjan Kumar, RK-II = Ravinder Kumar

D.D

D.D



(K Govindarajulu)
Deputy Director (Coord.)

All faculty members/Hostel Warden/Caretaker
Librarian/Storekeeper/SO/Caretaker
PS to Director/PS to Addl. Director