



No.A-33044/02/2011-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:14th December 2011

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
12 – 14 March 2012 at ISTM, New Delhi.

Sir,

This Institute will be conducting a three days Training Course on "Knowledge Management" **from 12 – 14 March 2012.**

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 **10 February 2012.**

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

Three days

Dates **12 – 14 March 2012**

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

ISTM has hostel facility with both air-conditioned and non-air-conditioned rooms. The rooms are allotted on twin-sharing basis. The hostel rooms are available on first-cum-first-served basis only. Participants who would like to avail of hostel facility at ISTM may like to contact the Hostel Warden or the caretaker at Tel # 011-26172571 and Fax # 26104183. The family members of the participants are NOT permitted to stay at the hostel.

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 10.02.2012.

