



No. A.33046/02/20011-ISTM

भारत सरकार

Government of India

सचिवालय प्रदािक्षण तथा प्रबन्ध संस्थान

Institute of Secretariat Training & Management

कार्मिक एवं प्रदािक्षण विभाग

Department of Personnel & Training

प्रदाासनिक ब्लॉक, ज0ने0वि0 (पुराना) परिसर, JNU(Old) Campus,

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

Telephone No. 26185312; Fax No. 26104183

Dated, New Delhi, the 14<sup>th</sup> December 2011

To:

1. All sponsoring Authorities as in column 3 of Annexure.
2. All Nominees as in column 2 of Annexure.

**Subject:** Course on "Design of Training" during January 16 - 20, 2012, to be conducted at ISTM, New Delhi – Acceptance of nominations regarding

Sir,

I am to inform you that the nominations of the officers listed in column 2 of the Annexure to this letter have been accepted for undergoing the "Design of Training" Course to be held in this Institute from the January 16-20, 2012.

2. It may be noted that NO HOSTEL facilities will be available to the participants of this course. The participants have to make their own arrangements for boarding and lodging in the vicinity of this Institute, since the DoT Course requires undivided attention for skill development continuously, even upto late evening hours.

3. You may advise your nominee to report for training at, ISTM, JNU (Old) Campus, New Meharauli Road, New Delhi-110067 at 0915 hours on MONDAY, THE 16<sup>th</sup> JANUARY 2012.

4. During the Course, the participants will throughout be involved in group activities requiring continuous interaction with the group. There will also be group interactions late in the evenings. Therefore, it is advisable for the participants not to have any other engagements during the period of training. The participants are, therefore, to ensure and plan their visit in such a manner as to keep themselves free from other commitments – official or otherwise – during the week. **On Friday, the 20th January 2012**, the course activities are scheduled to be completed around 1630 hrs. The departures may, therefore, be planned accordingly.

5. Nominees may be requested to **CONFIRM THEIR PARTICIPATION** immediately, latest by 23.12.2011.

Encl. Annexure.

Yours faithfully,

  
(Chandan Mukherjee)  
Deputy Director &  
Course Coordinator  
Tel. 011- 26185312  
Email: chandan@nic.in

**TRAINING COURSE ON “DESIGN OF TRAINING”**  
**[16-20 JANUARY 2012 ]**  
**LIST OF PARTICIPANTS**

Sl. No.	Name, Designation & Office Address	Sponsoring Authority
1.	2.	3.
1.	Dr. Renu Jain Principal State Literacy Mission Authority Mahavir Jain Inter College 31, Tilak Road, Dehradun Tel No: 09412902521 Telfax No: 0135-2729009	Shri S.B. Joshi State Project Manager State Literacy Mission Authority Mahavir Jain Inter College State Literacy Mission Authority 31, Tilak Road, Dehradun (NO: SLMA/1494/SB-Trng/2011-12 dt 05/11/2011)
2.	Shri M. Jagadeesh Pai Deputy Director, PTC Department of Posts, Postal Training Centre, Mysore- 10 Mobile No: 09900768590/ 0821-2904691	Dr. D. Veena Kumari Joint Director Department of Posts, Postal Training Centre, Mysore- 10 (No: Trg-2/DoT/DTS/11-12 dated 04/11/2011)
3.	Shri Kalicharan JWM Ordnance Factories Institute of Learning, Raipur Dehradun Post Office-OFD Estate Raipur,-248008 Tel No: 0135-2783050, 2780427	Dr. Prem Singh JWM/Trg Ordnance Factories Institute of Learning Ministry of Defence, Ordnance Factory Board Raipur, Dehradun -248 008 (No. OFILDD/QR/HRD/02 dt 24/10/2011)
4.	Shri Ghanshyam JWM Ordnance Factories Institute of Learning, Raipur Dehradun Post Office-OFD Estate Raipur,-248008 Tel No: 0135-2783050, 2780427	--do--
5.	Shri Shashti Ballabh Joshi State Project Manager State Literacy Mission Uttrakhand Indraprasth Lane No. 09 Upper Nathanpur, H.N-11 Nehrugram, Dehradun, Uttrakhand E-mail- sbjoshi007@rediffmail.com Mob: 9412050321 , 9412144668	Dr. Nidhi Pandey State Project Director/Member Secretary State Literacy Mission Authority Dehradun, Uttrakhand (No. SLMA/2058/SB-Trng/2011-12 dt. 15/11/2011)
6.	Air Cdme C.P. Randev Ground Instructor (Met) Indira Gandhi Rashtriya Uran Academy, Fursatganj Airfield Rae Bareli- 220 302 Tel No: 0535-2441528	Maj. Vineet K. Johny Manager (HR) Indira Gandhi Rashtriya Uran Academy, Fursatganj Airfield Rae Bareli- 220 302 Tel No: 0535-2441528
7.	Ms. Medha Kamal Deputy Manager Air India Staff College, Old Airport, Kalina, Mumbai- 400 029	Ms. Swati V. Neogi Instructor Air India Staff College, Old Airport, Kalina, Mumbai- 400 029 Mobile No: 989249448
8.	Ms. Hema Malini K Assistant Manager Air India Ltd. No. 19, Rukmani Lakshmipathi Road Chennai Tel No; 044-23453347	Shri M. Sukumar Reservation Manager Air India Ltd. Chennai

