



No. A-33046/ 04 /2010- ISTM  
(Government of India)  
Institute Secretariat Training & Management  
Department of Personnel & Training  
Administrative Block, JNU Campus(old)  
Olof Palme Marg, New Delhi-110067  
Tel. 26175590; Ttelefax: 26104183

Dated 23 November, 2011

To

1. All Central Ministries/Departments of the Govt. of India
2. Head of Department, All Attached/Subordinate Offices
3. Chief Secretaries of all States/Union Territories
4. All Central/National/State Training Institutions
5. All Public Sector Undertakings/Training Institutes/Training Centres

**Subject: Nominations for 'Management of Training' course from 27<sup>th</sup> February to 02<sup>nd</sup> March, 2012**

Sir/Madam,

Reference Training Division, Department of Personnel & Training, Govt. of India,  
New Delhi, Circular No. 12.21/21/2020-Trg.I dated 13<sup>th</sup> April, 2010

2. This Institute will be conducting the rescheduled training course on "Management of Training" from 27<sup>th</sup> February to 02<sup>nd</sup> March, 2011. This training course is designed for the officers involved in training related activities in different Ministries/Departments/Organisations and Trainers/Faculty members of Training Institutes of the Central and State Governments. An Information sheet in this regard is enclosed as Annexure-I
3. The nominations in the enclosed proforma (Annexure-II) of the eligible officers may kindly be forwarded to the undersigned so as to reach on or before **19<sup>th</sup> January, 2012**. The nominated officers should be relieved to attend the course only after receipt of an acceptance letter from this Institute. If no communication regarding acceptance of nomination of concerned officer is received from this Institute, it may please be presumed that the nomination of the concerned officer has not been accepted.
4. No fee is payable by the participants for attending the course. However the course is residential and the participants will have to pay @ Rs.200 per day towards meals, etc. in addition to room-charges in **CASH**, as indicated in the course-information sheet.
5. ISTM has a modest hostel facility. Rooms are available on twin sharing basis. For details relating to accomodation at the ISTM Hostel, the participants may contact the Caretaker or Hostel Warden at Telephone No. 011-26172571. Family members of the participants are **NOT** allowed to stay in the hostel.

Yours faithfully,

  
(Ranjan Kumar)  
Deputy Director & Course Coordinator

**ANNEXURE - I**

**MOT : COURSE INFORMATION SHEET**

<b>TITLE:</b>	Management of Training
<b>COURSE CODE:</b>	MOT
<b>DURATION:</b>	ONE WEEK:
<b>SCHEDULE:</b>	27 <sup>th</sup> February to 02 <sup>nd</sup> March, 2012
<b>ELIGIBILITY:</b>	The officers designated to perform the duties of Training-Manager would be from the Ministries / Departments / State Government / Public Sector Undertakings / Agencies. In organisations where training function does not exist, nominations may be made taking into account the officers who would be associated with the training function after their return from the course.
<b>AIM OF THE COURSE</b>	To train Training Managers for implementation of Training Policy in Ministries/Departments/Organisations of Central and State Governments
<b>COURSE STRATEGY</b>	The course is divided into three phases:- Phase I -- Pre-course reading material with Exercises will be forwarded to the participants selected for the course .Phase II – A five-day workshop will be conducted at ISTM Phase III – Within a month after the workshop every participant will submit a 'Project Design' on a chosen topic which will form basis for certification
<b>WORKSHOP METHDOLOGY</b>	<ul style="list-style-type: none"><li>• Input through lecture and presentation</li><li>• Group discussion and presentation in plenary</li><li>• Case Studies/ Group Exercises</li></ul>
<b>COURSE FEE:</b>	The course is sponsored by Department of Personnel and Training and no course fee is to be paid by the sponsors.
<b>OTHER CHARGES</b>	The Course is <b>Residential</b> . An amount of @ Rs. 200/- (rupees two hundreds only) per participant per day is to be paid towards charges for meals etc by the sponsoring authority/participant in <b>CASH</b> to the ISTM Hostel. The participants are also required to pay room charges for their stay at ISTM, Hostel apart from the aforesaid amount. Sponsoring Authority is required to reimburse the expenditure to be incurred by the participants as mentioned above in addition to TA.
<b>HOSTEL FACILITIES</b>	ISTM has modest hostel facilities on twin sharing basis. It is only for the course participants and family is not allowed to stay in the Hostel. The Hostel is situated at Block-I, JNU (old) Campus, New Mehrauli Road, New Delhi 110 067. Tel: 011-26172571
<b>NOMINATION FORM TO BE SENT TO</b>	Ranjan Kumar Deputy Director Room No. 116, Administrative Block, JNU (Old) Campus, New Mehrauli Road, New Delhi –110067. Tel: 91-011-26175590, Mobile 9910493730 Fax: 91-011-26104183

**NOMINATION FORM**  
**MANAGEMENT OF TRAINING ( 22.02.2012 to 02.03.2012 )**

**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)				
		e-mail:			
		Phone/Mobile No.			
9.	EXPERIENCE, IF ANY, IN THE AREA OF TRAINING				
10.	KNOWLEDGE OF HINDI	READ/WRITE/SPEAK	READ	WRITE	SPEAK
11.	WHETHER HOSTEL REQUIRED	The Course is residential			
12.	OTHER TRAINING OF TRAINER (ToT) COURSES ATTENDED				

*Signature of the Nominee*

