



No. A. 33048/02/2011-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; TELEFAX: 26104183

To

Dated the 16th December, 2011

All Ministries/Departments
Chief Secretaries of all States/Union Territories
All Central/National/State Training Institutions
Staff Colleges of Banks, PSUs (Central & State)
Other Training Institutions (Govt. & Semi-govt.only)

Subject: Training Circular- Evaluation of Training Course(EoT) during 19th to 30th March, 2012.

Sir/Madam,

...

The next Recognised Trainer Development Programme on Evaluation of Training [EoT] will be held in this Institute. It will consist of two courses whose dates are given below:

- 19th to 23rd, March, 2012 and
- 26th to 30th March, 2012

2. The above courses are sponsored by the Department of Personnel & Training and no course fee is payable. However, the course has been designed as a residential course. Therefore, board and lodging charges as per the prescribed rates are payable. Board and lodging charges as per the prescribed rates and TA/DA etc., in respect of the participant will be borne by the sponsoring authorities.

3. You are requested to send the nomination(s) of eligible officers in the prescribed nomination form (Annexure) so as to reach the undersigned by **17th February, 2012 positively**. Also please specifically indicate whether the nomination is for the first course (**19th to 23rd March, 2012**) or for the second course (**26th to 30th March, 2012**).

4. Only those officers, whose candidature is confirmed by this Institute, may be relieved for the course. If no letter is received from this Institute, it may be presumed that it has not been possible to accept the candidature of the person concerned.

Yours faithfully,



(Manisha Bhatnagar)

Deputy Director & Course Coordinator

Email: manisha@nic.in

Copy to:-

Director (Trg), Training Division, DoP&T, Block 04, Third Floor, Old JNU Campus, New Delhi- 110 067,

NOMINATION FORMEvaluation of Training (EoT)

NOMINEE'S INFORMATION

1.	NAME				
2.	DESIGNATION	<i>SINCE</i>			
3.	INSTITUTE				
4.	SCALE OF PAY				
5.	DATE OF BIRTH				
6.	SEX				
7.	CATEGORY: SC/ST /OBC/ GENERAL				
8.	COMPLETE OFFICE ADDRESS (WHERE THE NOMINEE IS POSTED AT PRESENT)	SECTION/UNIT			
		ROOM NO./FLOOR			
		BUILDING NAME			
		ROAD NAME			
		CITY/PINCODE			
		TELEPHONE/FAX			
9.	EXPERIENCE IN THE AREA OF TRAINING'				
10.	KNOWLEDGE OF HINDI	READ/WRITE/SPEAK	READ	WRITE	SPEAK
11.	WHETHER HOSTEL REQUIRED OR NOT	REQUIRED	NOT REQUIRED		
13.	OTHER TRAINING OF TRAINER (ToT) COURSES ATTENDED				

NOMINATION FORM

Evaluation of Training (EoT)

SPONSORING AUTHORITY'S CONFIRMATION

1.	Name Of The Sponsoring Authority	
2.	Address For Communication (With Pin Code)	
3.	Telephone Number	
4.	Fax/Email	
5.	Nominee's Name	
6.	Nominee's Designation	since
7.	How Does The Nominee's Application Relate To The Training And Development Plan And Policy Of The Sponsoring Authority	
8.	Please give details of those you have sponsored for this course in the past and any feedback you have taken from them on benefits to them and the organisation	

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee, and if selected the nominee will be relieved on full time basis for the programme

Signature & Seal of Sponsoring Authority

PLACE
DATE