



No. 11015/01/2010-ISTM (MB)

भारत सरकार

Government of India

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

Institute of Secretariat Training & Management

कार्मिक एवं प्रशिक्षण विभाग

Department of Personnel & Training

प्रशासनिक ब्लॉक, ज०ने०वि० (पुराना) परिसर, JNU(Old) Campus,

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

Telephone No. 26102597; Fax No. 26104183

Dated, New Delhi, the 28th December 2010

To

The Heads of all the Public Sector Undertaking,
Autonomous bodies under various Ministries/Departments
of Government of India, and under State Governments.

Sir/Madam

I am to say that the Institute of Secretariat Training & Management publishes a Newsletter on each quarter of the calendar year. The Newsletter is circulated to various Training Institutes, Ministries/Departments, Autonomous Bodies etc. in the country. There is a scope to carry selected advertisements in the ISTM Newsletter in respect of your organization. It may be a great opportunity to appraise the organizations about the services being offered by your organizations.

2. If you are interested to publish an advertisement about your organization in the ISTM Newsletter a copy of the material may be forwarded to Smt. Manisha Bhatnagar, Deputy Director in Institute of Secretariat Training & Management, room No. 116, First floor, Administratvie Block, Old JNU Campus, New Delhi 110067 or e-mail at manisha@nic.in along with a cheque drawn in favour of Director ISTM latest by 5th January 2011. The cost of advertisement is as under:

- i. Full page: Rs 32,000/-
- ii. Half Page: Rs 17,000/-
- iii. Quarter page: Rs 10,000/-
- iv. Special Cover: 35,000/-

Yours faithfully
Sd/-
(Chandan Mukherjee)
Deputy Director
26102597