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भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 15th February, 2022

Office Memorandum

Subject: Workshops being conducted by ISTM through online mode - nomination regarding.

The Institute of Secretariat Training and Management (ISTM) is an Attached Office working under the aegis of D/o Personnel and Training. It conducts a variety of training programmes of general and specific nature apart from the Cadre Training programmes for CSS and CSSS and organisation specific programmers. It is being experienced that in certain programmes being conducted by this Institute, the representation from Ministries/Departments is largely very less. As such a number of courses go unrepresented so far as Ministries and Departments are concerned.

2. If this institute receives such nominations from the Ministries/Departments as well the officials so nominated could take considerable advantage from such courses. These trainings also provide a platform for learning in the presence of participants across the organisations and outside the Ministerial set-up.

3. This Institute is holding, inter-alia, following programmes in next few months, being coordinated by the undersigned:

- I. Workshop on e-Procurement on 14.03.2022 to 15.03.2022 (2 days).
- II. Rights of Persons with Disabilities on 25.03.2022 (1day).
- III. Workshop on Strategic Planning on 28.03.2022 to 30.03.2022 (3 days).

3. It is requested that one or two participants from your Ministry/Department may be nominated for participation in each of these courses so that the resources of this Institute/Government are optimally utilised. This may kindly be considered. For this purpose, the nominees need to also register in ISTM Website, apart from the recommendation from sponsoring Ministry/Department/Organisation.

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To
As per list

DS (Coord)